



Enfield Folland Park Kindergarten

Policy Booklet

31 Turnbull Road, Enfield, SA, 5085

Phone: (08) 8262 3785

Email: dl.5659.leaders@schools.sa.edu.au



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 ago
- 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.

Ratified by Governing Council July 2021
to be reviewed annually

Inclement Weather and Sun Protection Policy

Rationale

This policy is to ensure that staff and children are protected from harmful exposure to ultraviolet (UV) radiation and daily sun protection decisions are made appropriately. This policy also outlines risk controls in place during extreme weather conditions. A balance of UV radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk. Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency. UV radiation levels are unrelated to temperature.

Procedures

Inclement weather

At Enfield Folland Park Kindergarten staff work with children and families to ensure everyone's safety and wellbeing during inclement weather conditions (such as extreme temperatures, heavy rain, hail, strong winds, severe dust storm, or lightning or thunderstorm). Staff will monitor daily weather forecasts through the [Bureau of Meteorology](#) and identify any potential inclement weather risks. Staff will ensure they consider and plan for potential hazards and situations impacted by inclement weather conditions (such as the risk of falling tree limbs).

Sun protection

The UV- rating and sun protection times will be taken from the SunSmart app <https://www.sunsmart.com.au/resources/sunsmart-app> or BOM [Bureau of Meteorology website](#) (Enfield location) to determine when sun protection is necessary. Staff recognise the importance of helping children to regulate their behaviours relating to the weather and will work with children and families to develop appropriate responses.

Sun protection procedures must be followed by all at Enfield Folland Park Kindergarten

Sun protection measures: Are in place **all year round** when the UV- level is 3 and above. A combination of sun protection measures are considered when planning outdoor activities, including excursions.

Scheduling: Care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times, where possible.

Slip on clothing: Appropriate sun protective clothing is to be worn by staff and children. Tops that cover shoulders and longer style skirts and shorts are recommended. No singlets or midriff tops please.

Slip on sunscreen: Parents are responsible for applying their child's sunscreen at home before arrival or upon arrival to kindergarten if the UV rating is 3 and above. SPF 50+ broad-spectrum, water-resistant sunscreen is supplied by the Kindergarten for children and staff to use throughout the day. Sunscreen is applied 20 minutes before going outdoors and reapplied every 2 hours when remaining or returning outdoors if the UV rating is 3 and above.

Alternatively, families who would prefer to supply their own suitable SPF 50 (or more) broad-spectrum, water-resistant sunscreen for their child will need to speak with the Director so that arrangements can be negotiated. Then the Director and parent may need to complete the Health Support Agreement for Education and Care (HSP120 form) and the Safety and Risk Management Plan (HSP121 form). Children's individual sunscreen will be supplied by families and must be labelled clearly with the child's name and handed to staff for safe storage. Families who are concerned about vitamin D requirements are encouraged to speak to their GP or paediatrician. Families requesting that their child does not apply sunscreen will be asked to provide a letter from their GP or paediatrician outlining advice. Staff will review any sunscreen exemptions with families on a regular basis. Children who are unable to apply sunscreen should be adequately protected using hats and long-sleeved clothing and play in shaded areas or indoors as much as possible when the UV is 3 and above.

Slap on a hat: All children and staff are required to wear a broad brimmed, legionnaire or bucket hat (baseball caps are not acceptable) while the UV level is 3 or above. The Department for Education specify that hats must NOT have ties or cords attached due to it being a potential choking hazard. While the UV level is 3 or above, children who do not have appropriate hats or clothing with them will be required to play in an area protected from the sun such as indoors or under the veranda. The Kindergarten has a limited number of spare hats and clothing to use only in extenuating circumstances such as outdoor excursions.

Seek shade: Staff are to use available areas of shade for outdoor activities as much as possible and actively encourage children to play in the shade during peak UV times.

Curriculum: Age-appropriate information on sun protection is included in the curriculum and children's programming. Relevant information will be shared with families via our regular newsletter, or signage.

WH&S and role modelling: For work health and safety and role modelling, when the UV is 3 and above, staff are required to practice SunSmart behaviours including wearing sun protective clothing, sunscreen, appropriate hats, sunglasses and seeking shade when outdoors. Visitors and parents are encouraged to role model SunSmart behaviours when participating in or attending outdoor activities with the Kindergarten.

Policy promotion: SunSmart behaviour is regularly reinforced and promoted to the whole community (e.g., via newsletters and signage). During enrolment or induction, all families, staff members and volunteers are informed of the Sun Protection Policy.

Educators will:

- take reasonable care to cater for the individual needs of themselves, other adults, and children during all weather conditions.
- activate appropriate air-conditioning systems for comfort and relief in times of hot and cold weather.
- undertake risk assessments for outdoor play experiences if the weather is unpredictable or if weather warnings are issued.
- reduce access to areas that are potentially unsafe to play near (e.g., near trees in extreme wind).
- ensure activities conducted in periods of hot weather and/or when the UV rating is 3 and above, are undertaken in shaded areas or indoors.
- encourage children to wear hats outside when the UV rating is 3 and above.
- support children in reapplying sunscreen every two hours if the UV rating is 3 and above during outside play time hours.
- protect themselves and model SunSmart behaviour including wearing sun protective clothing, sunscreen, appropriate hats, sunglasses and seeking shade when outdoors.
- encourage children to drink water frequently through regular conversations about the health benefits of drinking water.
- ensure drinking water is always accessible to children.
- encourage families to provide a cooling element in child's lunch box to keep food cold if necessary.

Parents/Caregivers will:

- dress children and provide clothing that is weather appropriate i.e., layered clothing that can be easily removed.
- apply broad-spectrum water-resistant sunscreen (SPF 50 or more) prior to or upon arrival.
- parents/caregivers may collect children early on days of extreme weather or temperatures (e.g., 36 degrees or above), however the Kindergarten has cooling and heating systems that will be used to maintain comfort so the service can remain open for normal operating hours.

Policy review: The Inclement Weather and Sun Protection Policy is reviewed at least every three years to ensure the policy remains current and relevant.

Ratified/approved by Governing Council: June 2024

Next review date due: June 2027

Sourced by / Further Information

- Sun Protection in Schools and Preschools (Department for Education): [SA.GOV.AU - Sun protection in schools and preschools \(www.sa.gov.au\)](https://www.sa.gov.au/sun-protection)
- Cancer Council SA – SunSmart Early Childhood Program: <https://www.cancersa.org.au/prevention/sunsmart/sunsmart-program/early-childhood-centres/>
- ACQCQA Sun Protection Policy Guidelines: <https://www.acecqa.gov.au/sites/default/files/2021-08/SunProtectionGuidelines.pdf>
- Hazard Alert– Cords, Drawstrings and Toggle Entrapment: [Hazard alert 39 Cords, drawstrings and toggle entrapment \(edi.sa.edu.au\)](https://www.edi.sa.edu.au/hazard-alert-39-cords-drawstrings-and-toggle-entrapment)
- What is the Weather Today?: [What is the weather today? \(education.sa.gov.au\)](https://www.education.sa.gov.au/what-is-the-weather-today)

..... **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.

Ratified by Governing Council July
2021 to be reviewed annually

Water Safety Policy

Enfield Folland Park Kindergarten implements a Water Safety Policy to manage water safety during water-based experiences and potential water hazards within the environment. Many children love to play with water and are naturally drawn to it. However, they are not always aware of the potential dangers. Through active supervision, and intentional teaching, educators will aim to develop children's understanding of water safety.

Water Hazards

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

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

Managing Water Hazards

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 or water-based activities. Site leaders will consider water safety and potential water hazards when undertaking risk assessments for excursions.

Children will always be actively supervised when there is a risk of access to any water hazard on site or on excursions.

Active Supervision Includes:

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

Eliminating Hazards

Water receptacles must be emptied immediately after children are finished using it and should be stored upside down and out of children's reach. All aspects of the environment must be designed to ensure adequate drainage of water to avoid pooling. Children should not access the laundry or kitchen areas when unattended by adults. Educators should monitor the children's bathroom area frequently.

The frog pond should be less than 300 mm in depth and should have a rigid barrier over the water to prevent children falling in. Appropriate controls should be implemented to ensure pond water does not become stagnant.

Ratified by Governing Council June 2024

Next review date: June 2027

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 July 2022
to be reviewed annually