

### 1. Policy Statement

St Paul Lutheran SPLASH is committed to implementing effective, transparent and accountable governance and management systems that support the delivery of a high-quality, child-safe education and care service.

We ensure that governance structures, decision-making processes, and operational systems align with our service philosophy, the National Quality Framework (NQF), and all legislative requirements.

Our service promotes a culture of continuous improvement, ethical practice, and shared responsibility to achieve positive outcomes for children, families, educators and the broader community.

### 2. Background

Effective governance and management underpin the delivery of quality education and care. Strong leadership, clear roles and responsibilities, and robust systems ensure the service operates efficiently, safely and in compliance with the Education and Care Services National Law and Regulations.

This policy supports Quality Area 7 of the National Quality Standard, recognising that effective leadership and management influence all areas of service delivery and outcomes for children.

### 3. Legislative requirements

SECTION/REGULATION	DESCRIPTION
Section 13	Matters to be taken into account in assessing whether fit and proper person
Section 14	Regulatory Authority may seek further information
Section 21	Reassessment of fitness and propriety
Section 51	Conditions on service approval
Section 162	Offence to operate education and care service unless responsible person is present.
Section 172	Offence to fail to display prescribed information



Section 173	Offence to fail to notify certain circumstances to Regulatory Authority
Section 174	Offence to fail to notify certain information to Regulatory Authority
Section 175	Offence relating to requirement to keep enrolment and other documents
Section 188	Offence to engage person to whom prohibition notice applies
Regulation 29	Condition on service approval- insurance
Regulation 31	Condition on service approval- quality improvement plan
Regulation 55	Quality Improvement plans
Regulation 56	Review and revision of quality improvement plans
Regulation 84	Awareness of child protection law
Regulation 104	Fencing
Regulation 106	Laundry and Hygiene Facilities
Regulation 107	Space requirements- indoor space
Regulation 108	Space requirements- outdoor space
Regulation 109	Toilet and Hygiene facilities
Regulation 110	Ventilation and natural light
Regulation 117	Glass
Regulation 117B	Minimum requirements for a person in day-to-day charge
Regulation 157	Access for parents
Regulation 158	Children's attendance record to be kept by approved provider
Regulation 160	Child enrolment records to be kept by approved provider and family day care educator
Regulation 161	Authorisations to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 165	Record of Visitors
Regulation 167	Record of service's compliance
Regulation 168	Education and Care services must have policies and procedures
Regulation 170	Policies and Procedures to be followed
Regulation 171	Policies and Procedures to be kept available
Regulation 172	Notification of change to policies and procedures
Regulation 173	Prescribed information to be displayed
Regulation 174	Time to notify certain circumstances to Regulatory Authority
Regulation 174A	Prescribed information to accompany notice
Regulation 175	Prescribed information to be notified to Regulatory Authority
Regulation 176	Time to notify certain information to Regulatory Authority
Regulation 177	Prescribed enrolment and other documents to be kept by approved provider
Regulation 180	Evidence of prescribed insurance



Regulation 181	Confidentiality of records kept by approved provider
Regulation 183	Storage of records and other documents
Regulation 184	Storage of records after service approval transferred
Regulation 185	Law and regulations to be available

#### 4. Principles to inform our Policy

- We are accountable and transparent in all that we do. This includes the implementation of robust and effective governance and management policies and procedures.
- We seek to strengthen the service's effective operation. We have effective systems of risk management, financial and internal control, and performance reporting.
- We value the important role played by our service leaders, educators and staff. They are provided with the necessary training and support to ensure they are familiar with our policies and procedures.

#### 5. Key Terms

TERM	DEFINITION	Source
<b>ACECQA - Australian Children's Education and Care Quality Authority</b>	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	ACECQA.gov.au
<b>Approved provider</b>	A person who holds a provider approval (National Law). A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.	Guide to the NQF (Glossary)
<b>Authorised Person</b>	Means: <ul style="list-style-type: none"> <li>• a person who holds a current working with children check (WWCC), or equivalent; or</li> <li>• a family member of a child who is being educated and cared for by the service or the family day care (FDC) educator; or</li> </ul>	National Law (Regulation 170)



	<ul style="list-style-type: none"> <li>• (c) an authorised nominee of a family member of a child who is being educated and cared for by the service or the FDC educator; or</li> <li>• (d) in the case of an emergency, medical personnel or emergency service personnel; or</li> <li>• (e) a person who is permitted under the jurisdictional working with children law to remain at the service without holding a working with children check (WWCC), or equivalent.</li> </ul>	
<b>Continuous Improvement</b>	<p>Ongoing improvement in the provision of quality education and care services.</p> <p>The National Quality Framework aims to raise quality and drive continuous improvement through the National Quality Standard and quality rating processes. Quality rating encourages continuous improvement and engages the approved provider and their service teams in self-assessment and documenting their performance against the National Quality Standard. Providers of high quality services regularly monitor and review their performance to guide planning and make improvements</p>	Guide to the NQF (Glossary)
<b>Development of Professionals</b>	A system of regular performance review, individual learning and development plans for educators, staff and coordinators. Performance planning and review ensures that the knowledge, skills and practices of educators and other staff members are current, and that areas requiring further development are addressed.	Guide to the NQF (Element 7.2.3 – Development of Professionals)
<b>Educational Leader</b>	The educational leader is an appropriately qualified and experienced educator, coordinator or other individual designated in writing by the approved provider under regulation 118 to lead the development and implementation of educational programs in the service.	Guide to the NQF (Glossary)



	For more information about the role of the educational leader, see: <a href="http://acecqa.gov.au/media/26531">acecqa.gov.au/media/26531</a>	
<b>Educational Program</b>	A program that: <ul style="list-style-type: none"> <li>• Is based on an approved learning framework</li> <li>• Is delivered in a manner that accords with the approved learning framework</li> <li>• Is based on the developmental needs, interests and experiences of each child; and</li> <li>• Is designed to take into account the individual differences of each child.</li> </ul>	Guide to the NQF (Glossary)
<b>Fit and proper person (to be an approved provider)</b>	<p>The regulatory authority assesses whether an approved provider or a person with management or control of a service is a fit and proper person to be involved in the provision of an education and care service.</p> <p>In determining whether they are a fit and proper person, the regulatory authority will consider:</p> <ul style="list-style-type: none"> <li>• the person’s history of compliance with any education and care services, children’s services or education law, and any decision under one of those laws to refuse, refuse to renew, suspend or cancel a licence, approval, registration or certification issued to the person under that law</li> <li>• Their criminal history, to the extent that it may affect their suitability for the role of provider (including working with children clearance, such as a WWCC, or teacher registration details, jurisdiction dependant)</li> <li>• Whether they are bankrupt or insolvent <ul style="list-style-type: none"> <li>• Whether they have the financial circumstances to enable them to sustain ongoing operation of a service</li> </ul> </li> </ul>	National Law (Section 12) Guide to the NQF (Provider and service approvals – considering an application for fitness and propriety)



	<ul style="list-style-type: none"> <li>• Whether they have a medical condition that may cause them to be incapable of being responsible for the service</li> <li>• Whether they have the management capability to operate a service</li> <li>• Actions taken under Commonwealth Family Assistance Law, including sanctions and suspensions.</li> </ul>	
<b>Governance</b>	Refers to the systems in place to support effective management and operation of the service, consistent with the service's statement of philosophy. Good governance requires effective management systems and clearly delineated roles and responsibilities to support the effective operation of a quality service	Guide to the NQF (QA7- Governance and Leadership)
<b>Inappropriate person</b>	Means a person: <ul style="list-style-type: none"> <li>• (a) who may pose a risk to the safety, health or wellbeing of any child or children being educated and cared for by the education and care service; or</li> <li>• (b) whose behaviour or state of mind or whose pattern of behaviour or common state of mind is such that it would be inappropriate for him or her to be on the education and care service premises while children are being educated and cared for by the education and care service.</li> </ul>	National Law (Section 171)
<b>Management System</b>	A system to manage organisational risks and enable the effective management and operation of a quality service that is child safe.	Guide to the NQF (Element 7.1.2 – Management Systems)
<b>Quality Improvement Plan (QIP)</b>	A document created by an approved provider to help self-assess service performance in delivering quality education and care and to plan future improvements. Regulatory authorities consider the service's QIP as part of the quality assessment and rating	National Regulations (Regulation 55)



	<p>process. The QIP does not have to be provided in any specific format, but must include:</p> <ol style="list-style-type: none"> <li>1. an assessment of the quality of service practices against the National Quality Standard and the National Regulations</li> <li>2. identified areas for improvement</li> <li>3. a statement of the service's philosophy.</li> </ol>	
<b>Service Philosophy</b>	<p>A statement the approved provider must develop and include in their QIP that outlines the purpose and principles under which the service operates. It:</p> <ul style="list-style-type: none"> <li>• Underpins the decisions, policies and daily practices of the service</li> <li>• Reflects a shared understanding of the role of the service among staff, children, families and the community</li> <li>• Guides educators' pedagogy, planning and practice when delivering the educational program.</li> </ul>	Guide to the NQF (Element 7.1.1- Service Philosophy and purpose)
<b>Working with Children Check (WWCC)</b>	<p>A notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that:</p> <ul style="list-style-type: none"> <li>• the person has been assessed as suitable to work with children; or</li> <li>• there has been no information that if the person worked with children the person would pose a risk to the children; or</li> <li>• the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.</li> </ul>	National Law (Definitions)

### 6. Links to Other Policies

- Nutrition, food and beverages, dietary requirements
- Sleep and rest for children
- Dealing with medical conditions in children
- Incident, injury, trauma and illness
- Dealing with infectious diseases



- Emergency and evacuation
- Excursions
- Staffing
- Interactions with children
- Acceptance and refusal of authorisations
- Payment of service fees and provision of a statement of fees charged by the service
- Dealing with complaints
- Safe transportation of children
- Water safety
- Sun protection
- Providing a child safe environment
- Safe use of digital technologies and online environments
- Enrolment and orientation
- The administration of first aid
- Delivery of children to, and collection from, education and care service premises

### **7. Induction and Training**

The nominated supervisor will ensure that:

- All educators, staff and volunteers will be informed of this policy during induction
- Governance and Management will be reviewed regularly at staff meetings
- Ongoing training and updates will be provided as required
- Casual and relief staff will be made aware of policy location and information

### **8. Policy Review**

Last review: March 2026

Next review: March 2027



## Procedural Guidelines

### 1. Reference to Policy and Philosophy

These procedures support the implementation of the SPLASH Governance and Management Policy and align with the service philosophy, which underpins all decision-making, operations and continuous improvement practices.

Policies and procedures are accessible to educators, staff and families via:

- Hard copy in the SPLASH office
- School website
- Procedures are stored electronically and in hard copy

Procedures are reviewed:

- Annually
- Following legislative changes

### 2. Governance and Management Procedures

#### 2.1 General Procedures

- The Approved provider of the St Paul Lutheran OSHC service is the St Paul Lutheran School, with the Principal having the key role of Provider responsibility for the service.
- The school is the employing body for all staff at the OSHC service and appoints a Director to be the Nominated Supervisor and responsible for the day to day running and administration of the service.
- The Director will report directly to the Principal and Business Leader concerning any significant changes or major governance and financial matters.
- The Director will:
  - prepare a written report to the School Council at least three times a year.
  - Monitor service performance against: National Quality Standard (NQS) and the Quality Improvement Plan (QIP)
  - Use feedback from families, children and staff to inform improvements



### 2.2 Risk Management

SPLASH will:

- Identify risks through:
  - Daily safety checks
  - Incident reports
  - Staff feedback
- Assess and prioritise risks
- Implement control measures
- Review risks regularly through team meetings and WHS processes

### 2.3 Financial and Operational Management

The service will:

- Develop and monitor budgets through the School Business Leader
- Report financial and operational matters to School leadership
- Maintain financial oversight through School Council
- Ensure resource allocation supports program quality
- Fees and budget for the SPLASH service are set and managed by the St Paul Lutheran School Business Leader in consultation with the School Principal and SPLASH Director.
- All budget matters are confirmed at School Council level. The SPLASH Fee Policy contains current details on fees and payments.

### 3. Quality Improvement and Self-Assessment

The service will:

- Maintain a current Quality Improvement Plan (QIP) onsite
- Review the QIP at least annually
- Engage educators, families and children in the review process
- Document:
  - Strengths



- Areas for improvement
- Action plans
- Ensure the QIP is available to families and authorised officers

#### **4. Policy and Procedure Management**

The service will

- Ensure all required policies under Regulation 168 are in place
- Review policies regularly and update as required
- Notify families at least 14 days prior to changes where required (Reg 172)
- Remove outdated versions and archive appropriately
- Ensure all staff:
  - Are aware of policies
  - Can access policies
  - Understand how to implement them

#### **5. Records Management and Confidentiality**

- SPLASH services have a duty to keep adequate records required under Regulations 158–162, 167, 177, and retain records in accordance with Regulation 183.
- SPLASH will ensure records are:
  - Accurate
  - Up to date
  - Completed within required timeframes
  - Stored securely- hard copies in locked cabinets and digital in password protected systems.
  - Disposed of securely after required retention periods.
- SPLASH will ensure records are only accessed by authorised persons to maintain confidentiality in line with Regulations 181–182.
- SPLASH staff will obtain parent authorisation for:

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- Photos
- Videos
- Digital records

### 6. Notifications and Reporting

SPLASH will ensure staff are trained to identify:

- Serious incidents
- Complaints alleging breaches of the Law
- Child protection concerns
- Changes to key personnel

SPLASH staff will be trained to understand the reporting process being:

- Immediate notification to the Nominated Supervisor
- Notification to the Regulatory Authority within required timeframes (where required)
- Documentation of all reports and actions taken
- Maintaining a register of all notifications, and their secure storage

### 7. Roles and Responsibilities

ROLE	RESPONSIBILITIES
<p><b>Approved Provider</b></p>	<ul style="list-style-type: none"> <li>• Ensure that obligations under the Education and Care Services National Law and National Regulations are met, as well as all other laws relevant to governance and management of the service</li> <li>• Display the prescribed information in section 172 (regulation 173)</li> <li>• Provide information to the regulatory authority upon request in relation to being a fit and proper person (sections 13, 14, 21)</li> <li>• Ensure that the service is insured and keep evidence of this (section 51; regulations 29, 180)</li> <li>• Ensure that the number of children at the service does not exceed the maximum in the service approval (section 51)</li> </ul>



	<ul style="list-style-type: none"><li>• Ensure that the family of a child at the service is allowed to enter the premises (regulation 157)</li><li>• Adopt quality, child safe governance and management processes, procedures and practices, in line with the National Quality Standard, especially Quality Area 7 – Governance and leadership</li><li>• Establish systems of risk management, financial and internal control, and performance reporting. Monitor management and financial performance to ensure the solvency, financial strength and good performance of the service</li><li>• Develop, review and approve the service philosophy and purpose, strategic direction and initiatives (Element 7.1.1)</li><li>• Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Governance and management policy and procedures</li><li>• Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection</li><li>• Notify families at least 14 days before changing the policy or procedures if the changes will:<ul style="list-style-type: none"><li>○ affect the fees charged or the way they are collected or</li><li>○ significantly impact the service’s education and care of children or</li><li>○ significantly impact the family’s ability to utilise the service.</li></ul></li><li>• <b>Notifications and reporting:</b></li><li>• Ensure that all reporting and reporting requirements are met regarding the National Quality Framework, family assistance, taxation, child protection, and other relevant laws</li><li>• Notify the regulatory authority about the approved provider and operational changes, and changes in relation to the nominated supervisor, as detailed in section 173 (regulations 174, 174A)</li><li>• Notify the regulatory authority about changes to the ‘fit and proper’ status of the approved provider, any serious incidents, and complaints relating to a serious incident or</li></ul>
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	<p>that the National Law has been contravened, and/or any incidents or allegations of physical or sexual abuse to a child while at an education and care service (section 174; regulations 175, 176, 176A).</p> <ul style="list-style-type: none"><li>• <b>Health, Safety and Wellbeing:</b></li><li>• Ensure the health, safety and wellbeing of children in the service and take every reasonable precaution to protect children from harm and hazard, including harm from the use of digital technologies and online environments (section 51; Quality Area 2).</li><li>• <b>Quality Improvement Plan (QIP):</b></li><li>• Ensure there is an effective self-assessment and quality improvement process in place, including a QIP that is kept at the premises or FDC principal office and is made available for inspection and to families (regulations 31, 55; Element 7.2.1)</li><li>• Ensure that the QIP is reviewed at least annually (regulation 56).</li><li>• <b>Space, Equipment and Facilities:</b></li><li>• Ensure that requirements relating to the physical environment, space, equipment and facilities are met, including regulations 104, 106, 107, 108, 109, 110, 116, 117 (Quality Area 3).</li><li>• <b>Educational needs and program:</b></li><li>• Ensure that children's educational and developmental needs are met (section 51; Quality Area 1). Educators and staff</li><li>• Ensure that requirements relating to staffing are met, including implementing the Staffing policy and procedures (including regulation 84)</li><li>• Ensure that roles and responsibilities are clearly defined, understood, and support effective decision- making and operation of the service (Element 7.1.3)</li><li>• Ensure that the performance of educators, staff and co-ordinators is regularly evaluated and individual plans are in place to support learning and development (Element 7.2.3)</li><li>• Ensure that a nominated supervisor, educators, staff, volunteers and contractors to whom a prohibition notice applies are not engaged by the service (section 188)</li></ul>
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	<ul style="list-style-type: none"><li>• Ensure the educational leader is supported to lead the development and implementation of the educational program and assessment and planning cycle (Element 7.2.2).</li><li>• Ensure that requirements relating to the nominated supervisor and responsible person are met, including implementing the Staffing policy and procedures (including section 162, section 162A; regulation 117B).</li><li>• <b>Records and confidentiality:</b></li><li>• Keep a record of the service's compliance with the information listed in regulation 167</li><li>• Keep a record of enrolment and other documents listed in section 175 at the service or FDC residence or venue and be available for inspection by an authorised officer</li><li>• Ensure that records are kept confidential and not divulged except as permitted under regulations 181 and 182</li><li>• Ensure that records are stored safely and securely for the period set out in regulation 183</li><li>• Ensure that record keeping obligations are complied with when using digital technologies and online environments at the service, including the taking, use, storage and destruction of images and videos of children being educated and cared for by the service</li><li>• Ensure authorisation is obtained from parents to take, use and store images and videos of children being educated and cared for by the service</li><li>• Keep enrolment and attendance records (regulations 158, 159, 160, 161, 162) and other documents listed in regulations 160, 177 and 178, ensure they are accurate and available to families on request (section 175). If a service approval is transferred, the documents must be transferred to the receiving approved provider (regulation 184).</li><li>• Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Governance and management policy and procedures</li><li>• Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection</li></ul>
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	<ul style="list-style-type: none"> <li>• Notify families at least 14 days before changing the policy or procedures if the changes will:             <ul style="list-style-type: none"> <li>○ affect the fees charged or the way they are collected or</li> <li>○ Significantly impact the service’s education and care of children or</li> <li>○ Significantly impact the family’s ability to utilise the service.</li> </ul> </li> </ul>
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>• Ensure that regulatory obligations are met in relation to governance and management</li> <li>• Adopt quality governance and management processes, procedures and practices, in line with the National Quality Standard, especially Quality Area 7 – Governance and leadership</li> <li>• Implement systems of risk management, financial and internal control, and performance reporting. Monitor management and financial performance to ensure the solvency, financial strength and good performance of the service</li> <li>• Develop and review the service philosophy and purpose, strategic direction and initiatives (Element 7.1.1)</li> <li>• Ensure that the family of a child at the service is allowed to enter the premises when the child is being educated and cared for (regulation 157).</li> <li>• <b>Notifications and Reporting:</b></li> <li>• Ensure that all notification and reporting requirements are met regarding the National Quality Framework and other relevant laws.</li> <li>• <b>Health, Safety and Wellbeing:</b></li> <li>• Ensure the health, safety and wellbeing of children in the service and take every reasonable precaution to protect children from harm and hazard, including harm from the use of digital technologies and online environments (Quality Area 2).</li> <li>• <b>Quality Improvement Plan (QIP):</b></li> <li>• Ensure there is an effective self-assessment and quality improvement process in place (Element 7.2.1).</li> <li>• <b>Educational needs and program:</b></li> <li>• Ensure that children’s educational and developmental needs are met (Quality Area 1).</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Educators and Staff:</b></li> <li>• Ensure that roles and responsibilities are clearly defined, understood, and support effective decision-making and operation of a quality service that is child safe (Element 7.1.2)</li> <li>• Ensure that the performance of educators, staff and coordinators is regularly evaluated and individual plans are in place to support learning and development (Element 7.2.3)</li> <li>• Ensure that requirements relating to staffing are met, including implementing the Staffing policy and procedures (Quality Area 4)</li> <li>• Ensure that the educational leader is supported to lead the development and implementation of the educational program and assessment and planning cycle (Element 7.2.2.).</li> <li>• <b>Records and Confidentiality:</b></li> <li>• Ensure that requirements relating to records and confidentiality are met.</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>• Must be aware of and follow the Governance and management policy and procedures</li> <li>• Must be familiar with and implement the service's policies and procedures, philosophy, QIP and code of conduct</li> <li>• Ensure that requirements relating to records and confidentiality are met.</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>• Be aware of the Governance and management policy and procedures and address any questions to the approved provider or nominated supervisor/responsible person.</li> </ul>

## 8. Facilities, Environment, Equipment and WHS

### 8.1 Facilities Management

SPLASH operates within shared spaces including the SPLASH room, church hall, hall kitchen and various areas within the school grounds

These areas are also used by the school and church community; therefore:

- Staff will communicate regularly with relevant stakeholders
- All users will adhere to the Shared Use Policy
- Spaces will be left clean, safe and suitable for subsequent users

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SPLASH maintains:

- A dedicated office and storage space within the SPLASH room for exclusive staff use

### 8.2 Equipment and Maintenance

Equipment and resources provided for SPLASH:

- Are appropriate to the age, needs and interests of children
- Support the educational program and service operations

Shared equipment and fixed items (e.g., playground equipment, furnishings):

- Are maintained through the school's maintenance program

SPLASH staff will:

- Conduct regular visual checks of equipment and environments
- Report hazards, faults or maintenance issues promptly
- Submit maintenance requests to the appropriate school personnel

Unsafe equipment will be:

- Removed from use immediately or clearly identified to prevent access

### 8.3 Workplace Health and Safety (WHS)

- SPLASH operates in accordance with the Work Health and Safety (WHS) requirements of St Paul Lutheran School
- The establishment and maintenance of a safe workplace is a shared responsibility of employers and employees
- The service will:
  - Follow all school-based WHS policies and procedures
  - Ensure staff are aware of and comply with safety requirements and reporting processes
  - Implement risk management practices to minimise hazards

The SPLASH Director will:

- Be an active member of the School WHS Committee
- Advocate for and monitor service-specific safety concerns
- Ensure identified risks are addressed in a timely and appropriate manner



All staff will:

- Take reasonable care for their own health and safety and that of others
- Follow WHS procedures and report hazards, incidents or concerns promptly
- Participate in WHS training and continuous improvement practices

### 9. Links to Other Policies

- Nutrition, food and beverages, dietary requirements
- Sleep and rest for children
- Dealing with medical conditions in children
- Incident, injury, trauma and illness
- Dealing with infectious diseases
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- Excursions
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- Safe transportation of children
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- Providing a child safe environment
- Safe use of digital technologies and online environments
- Enrolment and orientation
- The administration of first aid
- Delivery of children to, and collection from, education and care service premises

### 10. Induction and Training

The nominated supervisor will ensure that:

- All educators, staff and volunteers will be informed of this policy and procedure during induction

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- Governance and Management will be reviewed regularly at staff meetings
- Ongoing training and updates will be provided as required
- Casual and relief staff will be made aware of policy location and information

### **11. Monitoring, evaluation and Review**

- Procedures reviewed annually or as required
- Feedback from staff and families considered
- Changes communicated in accordance with Regulation 172

### **12. Procedure Review**

Last reviewed: March 2026

Date for next review: March 2027