

Nillumbik Playhouse Policy

Determining responsible persons

POLICY STATEMENT

Children have the right to experience safe, secure and nurturing environments that promote positive, authentic, responsive, respectful interactions with children all of the time. Interactions will be guided by respect for a child's cultural and linguistic diversity. By upholding children's rights, we will preserve children's dignity and agency, and help children develop resilience, self-regulation and self-esteem, and support them to become considerate citizens. To support and encourage children toward acceptable behaviour, our educators will provide positive guidance based on fairness, acceptance and empathy.

SCOPE

This policy applies to the Nominated Supervisor, educators, staff, students on placement, contractors, volunteers, parents/guardians, children and others attending the programs and activities of the Playhouse, including during offsite excursions and activities, and any other individual involved in this organisation.

LEGISLATION

Children's Services Regulations 2020

Regulation 87,112

Education and Care Services National Regulations

Regulation 150

Child Safe Standard

Standard 3 & 7

National Quality Standard

Quality area 2

Education and Care Services National Law Act 2010

section 162(1)(a) to (c)

GOALS / What we are going to do

- Create a positive, welcoming environment that supports the wellbeing of children through attentive care and quality interaction with children.
- Promote the development of relationships built on trust, respect, fairness, cooperation and empathy.
- Provide positive experiences that promote children's sense of belonging and support the development of social skills and emotional regulation.

RELATED DOCUMENTS

Relevant service policies such

as:

Excursions

Child safe environment

Enrolment and orientation

Health and safety

Staffing

RESOURCES

Department of Education and Training- Respectful relationships and responsive engagement

www.education.vic.gov.au

Early Childhood Resource Hub - Interactions with children

www.ecrh.edu.au

ACECQA – Relationships with children

www.acecqa.gov.au

Community Child Care - Educator Interactions and Relationships with Children www.centresupport.com.au

Kids Matter - Learning positive friendship skills

www.kidsmatter.edu.au

AUTHORISATION This policy was adopted on July 2022

REVIEW DATE This policy shall be reviewed in July 2024

PROCEDURE/ How it will be done

The Nominated Supervisor will:

- follow the policy and procedures of the service
- ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency
- ensure a child only departs from the service with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency (refer to Delivery and Collection of Children Policy and Child Safe Environment Policy)
- ensure a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee
- inform the Approved Provider when a written authorisation does not meet the requirements outlined in service policies.

The educators will:

- follow the policies and procedures of the service
- check that parents/guardians sign and date permission forms for excursions
- check that parents/guardians or authorised nominees sign the attendance record as their child arrives at and departs from the service
- administer medication only with the written authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to Administration of Medication Policy, Dealing with Medical Conditions Policy, Incident, Injury, Trauma and Illness Policy and Emergency and Evacuation Policy)
- allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee (refer to Excursions Policy)
 - allow a child to depart from the service only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency (refer to Delivery and Collection of Children Policy and Child Safe Environment Policy)
- follow procedures if an inappropriate person attempts to collect a child from the service (refer to Delivery and Collection of Children Policy and Child Safe Environment Policy)
- inform the Approved Provider when a written authorisation does not meet the requirements outlined in service policies. Parents/guardians are responsible for:
- reading and complying with the policies and procedures of the service
- complete and signing the authorised nominee section of their child

The Parent/Guardian will:

- read and complying with the policies and procedures of the service
- complete and sign the authorised nominee section of their child's enrolment form (refer to Enrolment and Orientation Policy) before their child commences at the service
- sign and date permission forms for excursions

sign the attendance record as their child arrives at and departs from the service provide written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record. Volunteers and students, while at the service, are responsible for following this policy and its procedures.

