Robe Soldiers Memorial
Kindergarten

http://www.robiesoldierskgn.sa.edu.au

Policies

Reviewed – 8/5/2013

Please follow the following link to access policies on the DECD Website

Nutrition Policy

Robe Kindergarten promotes safe, healthy eating habits in line with the Right Bite Healthy Food and Drink Supply Strategy for SA Schools and Preschools and the DECD well-being strategy. We believe that early childhood is an important time for establishing lifelong, healthy eating habits. Eating well maximises growth, development, activity levels and good health and protects against diet related diseases.

For children to engage in learning activities with a strong sense of health and well-being they need good nutrition, therefore at our preschool we will:

- Model and encourage healthy eating behaviours
- Encourage healthy food in lunchboxes and in our healthy cooking program
- Teach about and plan for activities across the whole curriculum that support decision making for healthy food choices
- Display and share healthy eating information with children and families (eg. Newsletters, recipe books, enrolment packs and parent information library/noticeboard)
- Develop skills in preparing and cooking healthy food with a wide variety of different types of food including food from other cultures
- Teach safe food handling throughout the program and encourage regular hand washing
- Provide fresh clean tap water for drinking and encourage drinking of water throughout the day
- Eat together in a supportive social environment where staff model healthy eating and discuss healthy food options
- Use our vegetable garden and composting program to teach about growing and harvesting foods
- Encourage healthy food options for preschool activities and events
- Plan carefully for children with food allergies and liaise closely with their families to develop Health Support Plans and policies in line with those plans

To support our policy parents can:

- Supply fruit and vegetables for our healthy snack time
- Avoid sending foods that are high in preservatives, colouring, sugar and fat, such as chocolate, lollies, sweet biscuits, Roll-ups, chips, soft drinks and cordial (foods in the Red category)
- Use the Eat Well SA website for information about healthy eating www.aecs.sa.gov.au/eatwellsa

Please note we are a NUT AWARE kindergarten - increasingly we are enrolling children who are allergic to nuts and we ask you to consider this when packing children's lunchboxes.

Please allow the Right Bite policy when packing lunchboxes (see the parent noticeboard for information)

Under the National Quality Standards we are obliged to monitor children's lunch boxes. Items that do not meet the Right Bite Criteria will be kept for eating till last or at home. Please also read the Nutrition Policy provided in your enrolment pack.

The staff at Robe Kindergarten thank you in advance for your support of this policy.

Sun Protection and Hot Weather Policy

Sun Protection Policy - Robe Kindergarten aims through our skin protection policy to promote the following amongst children, staff and parents:

- Positive attitudes towards skin protection
• Lifestyle practices which can help reduce the incidence of skin cancer
• Personal responsibility for and decision making about skin protection
• Awareness of the need for environmental changes in our centre to reduce the level of sun exposure when the radiation level is 3 and above.

Implementation - This policy is for implementation from 1st September to 30th April each year. Outside of this time care will also be taken when the UV radiation level is 3 (moderate) and above. The purpose of this policy is to ensure that all members of our kindergarten community are protected from skin damage caused by the harmful rays of the sun, therefore it is an expectation that all staff, students and parents (when on site) will use the following skin protection strategies:

1. Take care to protect the skin when the ultraviolet radiation level is 3 (moderate) and above. Extra care will be taken between 10am and 3pm when the UV levels are highest. Therefore we will schedule activities to minimise exposure and use the shaded areas for outdoor learning wherever possible between those times.

2. Use the shade of trees, pergolas, verandahs, umbrellas and tents whenever outdoors and prioritise shade in outdoor planning.

3. Wear appropriate clothing which protects the skin. Children, staff and parents will be expected to wear a broad brimmed, bucket or legionnaire's cap and if not wearing a hat will be expected to play in the shade. Children will be encouraged to wear shirts with collars and sleeves and longer style shorts/skirts.

4. We will apply a broad-spectrum, water resistant sunscreen with an SPF of 30+ to clean, dry skin, 15-20 minutes before going outdoors for lunch or activities. This will be reapplied every two hours, or more often if outdoors for a prolonged period or in activities involving water.
   • Adequate time must be allowed for correct application of sunscreen.
   • Parents should apply sunscreen to their children in the morning, but bulk sunscreen packs will be available at kindergarten.
   • Sunscreen will be applied before the children's morning outdoor activities and again before afternoon activities.
   • Parents must supply us with their own sunscreen for their child if they do not wish them to use the sunscreen provided by the kindergarten.

5. We will reinforce the Sun Smart message in all kindergarten activities as this supports the development of skin protection behaviours.
   • Staff will role model appropriate Sun Smart strategies in all activities.
   • Skin cancer prevention will be included in appropriate teaching activities.
   • Staff will keep up to date with new information and resources from Cancer Council SA
   • Information about our Sun Smart policy will be given to all new staff, students and families.

6. Robe Kindergarten will review our Skin Protection Policy every two years. Policy issues will be discussed at staff and parent meetings.

7. More information can be found at www.sunsmart.org.au and you can call the Cancer Council Helpline on 131120.

Hot Weather Policy - We recognise that children are at greater risk than adults from suffering from heat-related illness in very hot weather.

Therefore on very hot days we will:

• Conduct outdoor learning activities in shaded areas of the preschool yard
• Encourage children to drink water more frequently and enable access to safe drinking water at all times
• Encourage parents to dress their children appropriately in light clothing that is sun safe
• Encourage parents to pack lunches in insulated containers with a freezer brick, or to utilise the kindergarten fridge for storing lunchboxes

While our air conditioning is working efficiently, kindergarten will not be cancelled on days of extreme heat. If there is a breakdown or power blackout, and the temperature is over 36oC then staff will contact parents to collect their children.

Child Protection Policy

At Robe Kindergarten we believe that all children have a right to care and protection and that the adults who care for them have the responsibility to uphold this right and to act in the best interests of the child.

POLICY STATEMENT

We believe we have a responsibility to all children attending our service to uphold their right to care and protection. If we become aware of possible abuse or neglect of a child, as Mandatory Notifiers, we will follow the Family SA guidelines as outlined in the recent Responding to Abuse and Neglect Training package as well as the DECS Guidelines from 'Reporting Child Abuse and Neglect - Mandated Notification. We will do this to ensure the child’s and other children’s protection. Abuse may be physical, emotional, sexual or neglect.

Children need:

• Care, safety and protection from abuse
• Counselling and support in the event of abuse

Parents need:

• To be assured that every effort is being made to ensure their child is safe
• Counselling and support in the event of the abuse of their child

Staff need

• To attend Mandatory Notification Training as requirement of their employment and to have access to ongoing training updates in Responding to Abuse and Neglect
• To be aware of the indicators of abuse
• Information about their legal obligation to report suspected child abuse
• Clear guidelines and lines of communication with Child Youth and Family Services if abuse is suspected.
• Commitment to teaching the Keeping Safe Child Protection Curriculum.

Procedures

• Information about reporting Child Abuse will be stored in the office and accessible to all staff members.
• The Child Protection policy must form part of the induction folder for new staff members
• Staff must have 7 hours training in Responding to Abuse and Neglect (Mandatory Notification) and regular updates to this training.
• All staff have a legal responsibility to notify on a reasonable suspicion of abuse and neglect and on a reasonable likelihood of a child being at risk
• If a child makes a disclosure, stay calm, listen, tell them you will believe them, explain that what has happened is not their fault, reassure them that you will support them and find help for them
• Then...
• If a notification is warranted it must be made to the Child Abuse Report Line on 13 14 after completing the checklist. Staff must seek support from the Director when notifying. A non-urgent notification can be made online.
When a notification is made a Mandatory Notification Record must be filled out and retained (This is also available at the web-link above) This is to be done by the Director in conjunction with the notifier. These records along with any pre-referral checklists or observations will be kept in a confidential file.

Confidentiality about referrals and families will be strictly maintained by all involved.

Families with specific protection needs will be actively supported by the kindergarten eg adherence to court orders, sensitivity to children who may have been abused etc. Staff (usually the Director) will also offer information to families about other support services available within the District. Once again confidentiality will be maintained. Staff will be aware of the SMART Practice Framework.

The centre is committed to teaching the Keeping Safe: Child Protection Curriculum and the reinforcement of the 2 key themes - We all have a right to be safe, We can help ourselves to be safe by talking to people we trust. This curriculum will be taught in an explicit way, as well as the use of 'teachable moments' throughout the year.

Sources:
Responding to Abuse and Neglect training program (update) DECD 2012.

Please follow the link


For information about DECD’s policies on:

- Water Safety
- Administration of First Aid
- Incident, injury, trauma and illness
- Dealing with infectious diseases
- Dealing with medical conditions
- Emergency and evacuation
- Delivery and collection of children
- Excursions
- Child safe environment

Quality Area 4 - Staffing Arrangements

Please follow the link


For information about DECD’s policies on:

- Code of Conduct
- Determining the responsible person
- Participation of Volunteers and Students
Quality Area 5 – Relationships with children

Interactions with children – Site Behaviour Code

At Robe Soldier’s Memorial Kindergarten....

We believe that children need guidance and assistance in a caring and positive way to help them learn to become responsible for their own behaviour and actions. We aim to provide a physically and emotional safe learning environment which promotes self-worth and respect for others and property. We believe that behaviour is a form of communication and that children need to be taught rather than told how to behave. We also believe that working together with families to support children's learning about their behaviour is highly valuable.

The behaviours we encourage at Robe Kindergarten are:

Taking Care

- Share
- Follow the 5 L’s listening framework
- Be kind to each other
- Play and make things sensibly
- Walk inside
- Help pack up
- Wait at the door for an educator when going outside

Behaviours that are discouraged

- Not taking care of others
  - No hitting, fighting, pinching, kicking, biting, hurting other people
- No bad words or saying unkind things
- No hurting toys and equipment
- No running inside

These behaviour lists were developed in conjunction with the children.

Staff will:

- Plan for a positive learning environment that promotes belonging, being and becoming and provides opportunities for high levels of engagement and learning through play
- Be positive by recognising the individuals rights and needs and fostering confidence and self-esteem in children
- Use positive reinforcement, recognition and encouragement of appropriate behaviour
- Be consistent in providing children with clear limits and guidelines.
- Act as good role models and teach communication and problem solving skills to children
- Have realistic expectations and take into account children’s different developmental stages and learning needs and therefore use strategies to support positive behaviour that suit the individual child
- Use positive language and work actively to build respectful and reciprocal relationships with children
- Involve children in the development of behavioural expectations and guidelines
- Intervene where necessary to teach good behaviour, relationship skills and to keep children safe

Children will:
- Be safe and happy
- Become assertive
- Be confident
- Be relaxed
- Share and be kind
- Show initiative
- Take risks
- Solve problems with or without adult support
- Be able to communicate effectively
- Be able to express feelings, wants and needs
- Be able to work together cooperatively
- Respect others
- Take responsibility for their own actions

When challenging behaviours occur staff will:
1. Redirect the child or children and support positive behaviour
2. Offer choices and reminders about appropriate behaviour
3. Talk to the child or children about the problem using open-ended questioning to gain solutions

If the behaviours continue staff will use THINKING TIME
4. Children will be asked to sit quietly with the timer near to the educator. The timer will be set by the educator to the age of the child in minutes.
5. After time away children will be supported to make a plan about how they will re-enter and behave with the group.
6. Lots of subsequent positive reinforcement will be used by educators when children choose to follow our behaviour guidelines.

Review processes
- Children - we will review our behavioural expectations with the children at least once a term.
- Parents - the Site Behaviour Code will be included in the enrolment package. Governing Council will be involved in each review of the Site Behaviour Code and all parents will be given a copy each time the code changes.
- Staff - The Site Behaviour Code will be included in the induction folder for new staff. A review of the code will be undertaken each year by staff.

Our Site Behaviour Code has been written with reference to the DECS publications: 'Supporting and managing children’s behaviour: An early childhood resource' and 'Behaviour Support Policy for Early Childhood Services'.

Quality Area 7 – Leadership and Service Management

Dealing with complaints

If you have a concern in relation to an experience at the centre you are encouraged to address the issue with the person involved. If your concern is not resolved or you feel uncomfortable make a time to speak with the Director (Sally). Allow a reasonable time for the issue to be resolved. Please see below for our procedures.

If you feel your concerns are not resolved we advise that you contact our Regional Director at the Mt. Gambier office on 87245300.
Issues of a general nature can be addressed at Governing Council meetings. Please put your concern in writing and hand it to a Governing Council member.

If you have a concern

1. Arrange a time to speak directly to the person about the problem. (If you feel uncomfortable raising it with the person, speak directly to Sally.)

2. Explain clearly what you would like to see happen and develop a plan of action. Allow a reasonable amount of time for the issue to be addressed. Check again later if you have concerns with the follow up to the plan.

3. If the issue remains unresolved arrange a time to speak to Sally. Follow the same steps as above allowing a reasonable amount of time for the issue to be addressed and speaking to Sally again if you are concerned about the follow up.

4. If you are still concerned and a satisfactory resolution has not been reached you can contact the Regional Director at the Mount Gambier Regional Office on 87245300. You must follow all the steps above before contacting the Regional Office, as they will refer you back to us if you have not done so.

Confidentiality will be respected at all times

NB: Please follow the link on the home page of our website to find out more information about Feedback and Complaints.

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 people involved will be advised accordingly.

For information about DECD’s policies on:

- Enrolment and Orientation
- Governance and Management
- Acceptance and Refusal
- Payment of fees

please follow the link below