

Policies and procedures required

Written policies and procedures enable staff and parents to clearly understand how the programme will operate, and what is expected of them.

The following is a checklist of the minimum requirements for written policies and/or procedures.

Written policies and procedures:

- Child protection
- Health and safety
- Fire, earthquake and other emergencies
- Managing unwell children

Written procedures:

- Toilets
- Enrolment
- Attendance, (including process to locate and confirm a child's safety if they do not arrive as expected)
- Collection and access to children
- Transporting children which meets legal requirements
- Complaints
- Behaviour management
- Responding to cultural issues
- Children with special needs or disabilities

Other written documents:

- Staff code of behaviour
- Employment agreements.