



# **POLICY INFORMATION BOOKLET**

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The Policies in this booklet have been developed by Gawler & District College Children's Centre staff and Governing Council using guidelines and policies from DECD and other authorities.

All Preschool staff at this centre are employed by DECD and as such are held accountable to the Code of Conduct and are required to adhere to and implement DECD and Government policies. Please refer to DECD website for policies.

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Gawler and District College B-12  
**Children's Centre**  
for Early Childhood  
Development and Parenting



Government  
of South Australia

**Our Philosophy**

**C.H.I.L.D.R.E.N.**

**AND FAMILIES ARE AT THE CENTRE  
OF EVERYTHING WE DO**

**Care**

Caring for, and nurturing children, families, staff, volunteers, and community.

**Honesty**

Developing and maintaining trusting relationships.

**Integrity**

Doing the right thing even when no one is looking.

**Learning**

Supporting and maximizing everyone's potential.

**Diversity**

Valuing and respecting diversity, individuality and embracing differences.

**Respect**

Recognising the worth of individuals.

**Equity**

Striving for quality programs that provide equitable opportunities and outcomes.

**Nutrition**

Encouraging and promoting healthy eating.



## Nutrition Policy

### Rationale

Gawler Children's Centre promotes safe, healthy eating habits in line with the 'Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools' and relates to the Department of Education and Child Development's (DECD) Wellbeing Strategy.

Early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways

- Short term - maximises growth, development, activity levels and good health
- Long term - minimises the risk of diet related diseases later in life
- Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities

Therefore

- staff at this centre model and encourage healthy eating behaviours
- food and drink are consumed in a safe, supportive environment for all children
- parents and caregivers are encouraged to supply healthy foods that fit within the Right Bite strategy for their children while at the centre

### Curriculum

Our food and nutrition curriculum

- includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- relates to the Early Years Learning Framework (EYLF)

Children at our centre

- have chilled water available at all times and are encouraged to drink water regularly throughout the day
- will eat routinely at scheduled break times in a set eating space
- eat in a positive, social environment with staff who model healthy eating behaviours
- use the preschool garden to learn about and experience growing, harvesting and preparing nutritious foods

Our centre

- provides rewards/encouragements that are not related to food or drink
- understands and promotes the importance of breakfast and regular meals for children
- teaches the importance of healthy meals and snacks as part of the curriculum
- is a breastfeeding friendly site

### Food supply

Our Children's Centre

- encourages healthy food and drink choices for children in line with the Right Bite strategy
- encourages food choices which are representative of the foods of the community
- ensures healthy food choices are promoted and are culturally sensitive and inclusive
- ensures a healthy food supply for activities and events in line with the Right Bite strategy
- shares nutrition information and promotional materials about healthy eating

### Snack Time

Parents and carers are encouraged to supply fruit and vegetables at snack time to

- provide children with important minerals and vitamins
- encourage a taste for healthy foods

### Lunch Time

Parents and carers are encouraged to supply food mostly from the GREEN list with some choices from AMBER list for lunch.

We strongly encourage children and parents not to provide food from the RED list for the child's day at the centre to

- provide children with important minerals and vitamins
- to acknowledge good nutrition contributes to good health and wellbeing and this is vital for positive engagement in the learning activities at the centre
- encourage a taste for healthy foods.
- Support preschool curriculum and child's learning as part of the Right Bite strategy



### **Food safety**

For children who are staying all day we provide refrigeration space for their lunch to ensure that it stays at the correct temperature. Please put your child's named lunch on the kitchen bench and a staff member will put it in the fridge. If your child is not staying for lunch and only having a snack during their session then please leave their named snack in their bag and we recommend a cooler brick during hot weather.

When possible we will send home uneaten food so that as a parent/caregiver you are aware of what your child has eaten during their session/day. We recommend that this food is then disposed of at home as it will no longer be fresh.

Our Children's Centre

- promotes and teaches food safety to children as part of the curriculum
- encourages staff to access training as appropriate to the Right Bite Strategy
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff

### **Allergies**

Our Children's Centre

- liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues
- Is a Nut Aware Centre and to support health plans of some children – please do not send anything with nuts in the ingredient list

### **Working with families, health services & industry**

Our Children's Centre invites parents and caregivers to be involved in the review of our whole of site food and nutrition policy and provides information to families and caregivers about the Right Bite Strategy through a variety of ways including

- newsletters
- policy development/review
- information on enrolment
- pamphlet/poster displays
- workshops and information sessions
- promotes the alignment of fundraising with the Right Bite strategy

### **Food Guidelines using "RIGHT BITE" strategy**

This list has been prepared using the Right Bite Guidelines. We have modified this slightly to

- acknowledge the constraints of the preschool
- support the preschool curriculum
- acknowledge that children are only here for 15 hours of their week, enabling children to access a range of other foods at other times

The Right Bite Strategy teaches children the "Traffic Light" system of Healthy Eating:

**GREEN – GO – Eat Plenty**

**AMBER – SLOW DOWN – Select Carefully**

**RED – STOP – Eat Occasionally**

We recommend packing food in named containers along with a small ice brick.



**GREEN FOOD LIST – Choose plenty**

Children can bring GREEN list foods for snack and lunch.  
 We encourage fruit and/or vegetables for snack as these will not spoil without refrigeration

Breads	All types of bread including wraps, burritos, tortillas etc. Multigrain, wholemeal, hi-fibre are extra good!
Cereal Foods	Rice, pasta, noodles etc. (unfortunately we cannot heat these up).
Breakfast Cereals	Whole grain breakfast cereals that are high in fibre and low in salt and sugar can be good snacks.
Vegetables	Any – chop up into sticks and add a low fat dip
Fruit	Any – fresh, dried or fruit packs in natural juice
Legumes	Any – again, we cannot heat these up, but many children enjoy cold baked beans!
Reduced Fat Dairy Products	Low fat yoghurt, custard (not flavoured please) and cheese. Pack these with an ice-brick
Drinks	Water only please. No juice, cordial, flavoured milk or soft drinks.
Meats	These need to remain cold – so we recommend always packing with an ice-brick. No 'highly processed' meats such as kabana, salami, metwurst etc.

**AMBER FOOD LIST – Select Carefully**

Children may choose from this list to add to their GREEN lunch choice

Savoury Products	Check for fat and salt content. Examples could be cheese and tomato, vegetable pizza, vegetable pastries, quiches etc.
Spreads	Use sparingly. Choose reduced salt and sugar if available. Includes Vegemite, Fruit jam and honey. We have a ban on NUTS / NUT PRODUCTS in support of Children's health needs, so NO NUT SPREADS
Snack Food Bars	Try high-fibre, low sugar varieties such as breakfast bars, cereal bars and real fruit bars. NO NUTS or CHOCOLATE
Fruit Bars or Chews	Fruit bars often don't contain much real fruit. Check for sugar content and go for varieties with fruit content over 80%. Try to avoid those that look like lollies. "Roll-Up's" are not recommended.
Savoury Snack Foods and Biscuits	Check for fat and salt content. "Oven Baked" varieties are usually good, as are dry biscuits, air popped popcorn or rice cakes or crackers.
Cakes, Muffins etc.	English muffins, small muffins high in fibre and fruit, scones, small pancake/pikelets are all acceptable. Healthy home-made varieties are great! No icing or chocolate.
Full Fat Dairy Products	Full fat yoghurt, custard (not flavoured please) and cheese. Pack these with an ice-brick

**RED FOOD LIST – Eat Occasionally**

Please DO NOT pack as part of your child's snack or lunch

Foods high in Sugar, Fat and Salt	This includes Chocolate, lollies, chips and any other foods with a high sugar, fat and salt content. NO NUTS and NUT PRODUCTS – including Nutella or peanut butter.
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## Sun Protection Policy

*Draft (to be ratified by Governing Council)*

This policy applies to all centre events on and off site from 1 September to 30 April and whenever ultra violet (UV) radiation levels reach 3 or above at other times and NOT just during terms one and four. In extreme weather conditions staff will use their professional judgement along with the UV rating to make decisions.

### Rationale

A balance of ultraviolet (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 in the first ten years of life 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.

### Objectives

This sun protection policy has been developed to:

- **Encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above**
- **Support development and work towards a safe outdoor environment that provides shade for children and staff at appropriate times**
- **Ensure children and staff have some UV radiation exposure for Vitamin D**
- **Assist children to be responsible for their own sun protection**
- **Ensure families and new staff are informed of the centre's sun protection policy**

### Procedures

Staff will access the SunSmart UV Alert at: <http://www.bom.gov.au/sa/uv> to find out daily local sun protection times to assist with the implementation of this policy.

**We use a combination of sun protection measures for all outdoor activities from 1 September to 30 April and whenever UV radiation levels reach 3 and above at other time.**

#### **1. Shade:**

- A shade audit is conducted regularly to determine the current availability and quantity of shade
- Staff ensure there is a sufficient number of shelters and/or trees providing shade in the outdoor area
- The availability of shade is considered when planning excursions and all other outdoor activities
- Children are encouraged to use available areas of shade when outside
- Children who do not have appropriate hats or outdoor clothing are asked to play under the verandah or inside – No hat play in shade.

#### **2. Clothing:**

When outside, loose fitting clothing that covers as much skin as possible should be worn. Clothing made from cool, closely woven fabric is recommended. Tops with elbow length sleeves, collars and knee length or longer style shorts and skirts are best. Sleeveless clothing is only recommended to be worn inside. If needed, staff will provide spare hats and appropriate clothing if available.

#### **3. Hats:**

Children are provided with a hat upon enrolment. Additional hats are available for purchase at the centre. The preschool usually has a supply of clean spare hats to offer if needed.

#### **4. Sunscreen:**

- Children should arrive at preschool wearing SPF 30 or higher, broad spectrum, water resistant sunscreen or apply it upon arrival, when the UV rating is forecasted to be 3 or above
- SPF 30 or higher, broad spectrum and water resistant sunscreen is available for staff and children's use
- Sunscreen is applied at least 20 minutes before going outdoors and reapplied every 2 hours if outdoors
- Children are encouraged to apply their own sunscreen under the supervision of staff



**On enrolment families are:**

- Informed of the centre's sun protection policy
- Notified that their child will be given a hat and also that replacement hats are available for purchase at the centre
- Asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. covering the shoulders, chest, upper arms and legs)
- Required to give permission for their child to use and apply the sunscreen provided by the centre
- Asked to provide SPF 30 or higher, broad spectrum and water resistant for their child if there is an allergy or sensitivity to the sunscreen being provided by the centre.
- Encouraged to practise sun protection measures when attending the centre.

**Staff WHS and role modelling:**

As part of WHS UV risk controls and role-modelling, when the UV radiation is 3 and above, staff:

- Wear sun protective hats (minimum 6cm brim), clothing and sunglasses when outside
- Apply SPF 30 or higher, broad spectrum and water resistant sunscreen
- Seek shade whenever possible

Families and visitors are requested to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the service and the UV radiation levels are 3 and above.



## Hot Weather and Heat Stress Policy

*Draft (to be ratified by Governing Council)*

### **Policy**

This policy applies all year as the environment in South Australia can pose risks related to heat exposure and dehydration, particularly for young children. During hot weather, exercise places some people at risk of heat related illness. If left untreated, heat related illness can lead to the more serious and potentially life threatening condition of heat stroke.

At Gawler and District College B-12 Children's Centre we promote:

- Positive attitudes towards environmental conditions
- Lifestyle practices which can help reduce the incidence of heat stress and heat related health conditions
- Personal responsibility for and decision making about own regulation of exposure in hot weather

### **Implementation:**

- Staff will use their professional judgement however, as a general rule, when it is hot and up to 36°C children will play in areas covered by shade.
- When the temperature exceeds 36°C children and staff will remain inside or under the verandah with the outdoor blinds fully closed and preschool doors open to allow air-conditioning to cool the area
- On days where the forecast temperature exceeds 34°C before children play in areas with metal climbing equipment and other surfaces which may get hot, staff will conduct a touch test to ensure surfaces are safe for children to use. (if an adult can hold their hand on a surface for a slow count to 10, the surface is deemed safe to use)
- Generally our air-conditioning works well however, in the event of an air-conditioning malfunction or on a day where the air-conditioning is struggling and/or temperatures exceed 35°C, families will be contacted and provided with the option of collecting their children early.
- Children are always encouraged to drink water regularly throughout the day however; on hot days where the temperatures exceed 35°C their water intake will be monitored more closely.
- Staff will discuss basic physical signs of heat stress with children to support children's understanding of their own body's responses to heat, for example "Your cheeks look red", "You're hot, it's time to slow down, go inside and get a drink of water". Staff will use their professional judgement during days of high humidity and this may influence the period of time children and staff spend outside during those times.
- Staff and children are encouraged to have breaks from outside play on hot and humid days.
- Hats must be worn to protect the head from the heat of the sun (see Sun Protection Policy)
- On hot and humid days, many indoor and outdoor experiences will include water for its cooling effects.
- Parents should include a small ice brick when packing lunch and snack during hot weather.





## Toileting Policy

While the majority of children enrolling in preschool are toilet trained, a number of children of preschool age are not developmentally ready. The preschool promotes the inclusion of all children, including those with health care needs and to deny them enrolment would be discriminatory. Most children's toileting needs can be managed by the site practices below:

- It is suggested that all families provide their child with a change of clothes in case of accidents (toileting or otherwise). It is quite common for preschool children to have toileting accidents and they are often happier to change into familiar clothes that they identify as their own. The preschool keeps a supply of spare clothes for emergency situations.
- Staff will always support children in the above circumstances and endeavour to change them in a manner that provides privacy, minimizes anxiety and encourages independence.
- DECD policy advises that it is not essential to have two people present although at times it may be necessary. DECD policy also allows for children to be changed by staff of the opposite gender. Staff at Gawler & District College B-12 Children's Centre will endeavour to inform another staff member should they need to change a child and do so within hearing range of other staff. This is for the protection and safety of all concerned.
- Some children who enrol in preschool are not toilet trained and may require some support in this area. It is important that this information is provided to the preschool when the child is enrolled in order for staff to plan appropriate support.
- Toileting support may involve reminding a child to use the toilet or supporting them in the toileting process.
- Staff may be able to support a toilet training program but they are unable to take full responsibility for toilet training; this is generally a family responsibility. Specific toileting strategies need to be recommended by a professional, with a focus on developing the child's independence and reflective of educators roles and responsibilities.
- Families are responsible for providing all aids and equipment their child may need (i.e. nappies, pull-ups, wipes and spare clothes - including underpants).
- The Preschool will provide the resources staff may need to complete their duties (i.e. gloves, hand-wash, changing facilities).
- Children wearing nappies need to be in a fresh nappy when they arrive at preschool. If they soil or become noticeably wet and/or uncomfortable, staff will change the child according to the practices outlined above.
- Children who attend for a full day will be checked at lunchtime and changed if necessary.
- Wet or soiled clothing will be sent home for washing. Used nappies will be disposed of by the preschool.
- If a child needs support additional to or different from the practices and procedures outlined above, an individual continence care plan may be needed.

Please speak to the Director for further information and support with this process.



## Managing Illness Policy

### Policy

This policy aims to ensure that all children and staff attending the centre are protected as much as practicable from disease and infection. It covers events such as sudden and temporary illness (see definition), temporary contagious conditions as well as incidental soiling or "wetting" of clothing. It considers the physical resources of the preschool (no "sick room" or bed, no facilities/appliances to wash clothing, nor access to medication), training of staff and the lack of additional staff to manage or monitor children in times of illness. It also considers Child Protection issues around changing and cleaning of soiled children. It does not apply to ongoing or permanent illnesses such as Asthma, incontinence, allergies etc. These conditions should be discussed with the Director to organize an appropriate Health Management Plan.

### DEFINITIONS

*"illness": (for the purpose of this policy) refers to any **temporary** condition that affects a child's ability to participate in the preschool curriculum and/or requires additional care or attention.*

### Illness includes:

- Influenza and Influenza-like illnesses
- Running noses where this is not able to be managed independently
- Earache, headache, stomach ache
- Temperature
- Bladder infection or loose bowels
- Gastro-enteritis
- Head lice infestation – before successful treatment (i.e. while eggs and/or lice are present)
- Vomiting, diarrhoea within the last 24 hours
- Any illness or temporary condition that requires the application or administration of any medication or ointment during the preschool day
- Conjunctivitis
- When on a course of antibiotics for the first 24 hours of being medicated
- Any infectious disease – chicken pox, measles etc.
- Any infectious skin complaint – school sores, ring worm etc.
- Any illness where the child is unable to fully participate in the curriculum
- Excessive and/or continuous nose bleed (i.e. a nose bleed that does not stop within a reasonable period of time)
- Any illness of temporary condition where the child would require additional supervision or care, without this first being negotiated with the Director

### It excludes:

- Asthma
- Eczema – or other ongoing skin complaints
- Allergies or sensitivities
- Any ongoing, long term or permanent condition that requires care

These exclusions and some other illnesses and/or conditions will require Health Management Plans and/or Medication Permission Forms to ensure the child's health can be managed appropriately by the staff in the preschool. Health Management Plans and/or Medication Permission Forms are to be provided to the Director and must be completed by the parent/caregiver and Doctor. Sometimes negotiations with DECD and/or others are required to ensure an appropriate level of training and/or health care support is provided. Any medication required (negotiated through this process) will need to be kept on site with appropriate permission forms.

### WHAT HAPPENS IF MY CHILD BECOMES ILL?

In the event of a child becoming ill at the preschool, staff will initially monitor the child's participation and behaviour. If concerned, staff will contact the family using the emergency contacts provided on enrolment. As staff have no medical training, do not have access to medical instruments (including thermometers) or medication, the decision to contact the family will be based on their observations and history of the child. It is therefore important that parents/caregivers inform staff of ANY (daily) medical concerns or medical history which may help staff. For example; if your child regularly suffers from vomiting, headache, hay fever, earache, nose bleeds etc. this information should be discussed to determine an appropriate course of action. If staff are significantly concerned an AMBULANCE will be called. Any medical attention sought will be at the family's expense. All families should ensure appropriate insurance to cover any expense, including Ambulance, has been considered. As with anything at preschool, any concerns or preferences should be discussed with the Director.



#### **WHAT HAPPENS IF MY CHILD SOILS AT PRESCHOOL?**

In the event of a child soiling/wetting themselves at preschool, the child will be encouraged to change themselves (in a private area with staff supervision) and place soiled clothing in a plastic bag for collection by the parent/caregiver. If the child is particularly messy, distressed or upset, the parent/caregiver may be contacted to collect the child. For Child Protection reasons if a child should require adult support with cleaning, staff will inform other staff members of the situation and ensure clear visibility, or two staff will be present to support the child. In most cases children will be supported, guided and encouraged to develop their own self-help skills in toileting and managing instances of soiling/wetting. Unfortunately due to lack of facilities clothing cannot be washed or cleaned prior to bagging, as this could pose a health risk (using sinks unsuitable for this purpose). Every effort will be made to inform parents of the incident. If required, Contenance and/or Toileting Plans may be developed between staff parents and other professionals.

#### **WHAT DO YOU NEED TO DO?**

- Inform staff of any illness or condition and provide any documentation required
- Consider the health of all and keep home any child with a contagious illness
- Begin teaching children to wipe their own bottom when toileting
- Let us know if you are concerned about your child's health at any time
- Ensure appropriate insurance to cover medical treatment and ambulance transportation has been considered
- Discuss any medical concerns or preferences with the Director
- Ensure emergency contact information is up to date

#### **STAFF**

- Staff are not able to administer any medication without a Health Management Plan in place
- Staff are responsible for ensuring Child Protection Principles are considered when managing an incident that may require changing of a child's clothing
- Staff will verse children in appropriate hygiene practices to help manage control of disease and illness – including washing hands before eating and after toileting, putting tissues in the bin etc.
- Staff will include "being healthy" as part of the curriculum