

Educators handbooks & policies:

All policies of the Centre are available in hard copy for educators to sign acknowledging they have read these policies. They are also available on the website with ALL our policies listed.

ALL EDUCATORS TO BE FAMILIAR WITH THE FOLLOWING
HANDBOOKS IN OFFICE:

“Procedures and Plans” handbook
Audits & Checklist handbook

“Managing Emergency Situations” handbook includes:
Emergency Situations Risk Assessment & Calculator.
Evacuation & Lockdown, Flood Policies and procedures, etc.
Excursion Risk Management Plans & Matrix: including excursion & incursion forms.

Medical Risk Management Plans handbook :
Medical Management Action plans
Medical Risk Minimisation plan,
Privacy Laws letter re displaying emergency information
Individual Action/Medical plans.
Communication plan.
Notification of Medical status: Allergies/ intolerances etc forms.

Child Protection MRG.
Early Years Learning Framework
Guide to the National Quality Framework & Standards.
National Laws & Regulations
Quality Improvement Plan