



Policies and Procedures Manual

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Policies and Procedures Review Schedule

	Scheduled For Next Review		
	2021	2022	2023
Curriculum			
Centre Philosophy		June	
Excursions Policy			February
Positive Guidance Policy			April
Internal Evaluation Procedure	February		
Program Assessment, Planning and Evaluation Procedure	May		
Settling Policy		August	
Supervision Plan		May	
Transition Policy			April 2024
Transition to School Policy	April		
Health and Safety			
Accidents, Illness and Incidents		April	
Adult Conduct Policy		July	
Allergies Policy	September		
Breastfeeding Policy			February
Child Protection Policy	June	June	June
Cloth Nappy Procedure			June
Cloth Nappy Washing Procedure			May
Emergency Evacuation Policy	November	November	November
Emergency Lockdown Procedure			April
Food and Nutrition Policy			September
Food Preparation and Storage		February	
Hygienic Preparation of Bottles			March 2024
Infectious Illness Policy			July
In the event of a Missing Child Policy		August	
Laundry Procedure			May
Medication Policy			October
Pandemic Plan			August
Pets Policy	June		
Poisonous and Hazardous Plants Policy		March	
Risk Identification and Management System Policy		March	
Sleep Room Policy			April
Sunsmart Policy			April 2024
Toileting and Nappy Changing Policy			June
Governance and Management			
Employment Policy	October	October	October
Concerns Resolution Policy		September	

Enrolment Policy			March
No Smoking Policy	October		
Relievers Policy			November
Social Media Policy			November
Substance Abuse Policy			July

Part One: Curriculum

Excursions Policy

Rationale:

Coastlands Preschool acknowledges the value excursions add to our curriculum. Risks involved in excursions must be managed to uphold the safety and well-being of children.

Objectives:

To ensure the safety of all tamariki, family and staff while travelling, and on excursions.

Te Whāriki:

Wellbeing Goal 3: Children experience an environment where they are kept safe from harm

Procedure:

- Parents/caregivers/guardians will be informed of the agreed adult/child ratio for excursions upon enrolment:
 - An adult to child ratio of 1:4 for regular excursions to Coastlands beach for tamariki over two years of age
 - An adult to child ratio of 1:6 for regular excursions around the Coastlands community for tamariki
 - An adult to child ratio of 1:3 for regular excursions around the Coastlands community for tamariki under two years of age
 - An adult to child ratio of 1:4 for special excursions away from the Coastlands community for tamariki over two years of age
 - An adult to child:child ratio of 1:3 for special excursions away from the Coastlands community for tamariki under two years of age
- For every excursion, a risk assessment will be completed. For regular excursions, the risk benefit assessment will be updated prior to each excursion, as required
- Upon enrolment, the risk benefit assessment for regular excursions will be sighted
- Upon enrolment, parents will acknowledge that they have sighted and agree to the risk benefit assessment for regular excursions and agree to the above ratios
- Further written permission will be sought for planned centre excursions outside the Coastlands area. Parents will be made aware of the risk assessment
- All excursions, both regular and special, will be approved by the Person Responsible
- Private motor vehicles will not be used for excursions
- Regular head counts will be carried out:
 - prior to leaving the centre
 - on exiting the bus at the site
 - every half hour after arrival to the site
 - before leaving to return to the centre
 - on exiting the bus at the centre
- Trips to Coastlands beach will be to the beach only and will not include going into the water
- A first aid kit, sufficient water, sun protection and any necessary medication will be taken on any all excursions
- At least two (2) adults should accompany the tamariki on a spontaneous outing, as long as the appropriate ratios are maintained at the centre and on the outing
- A 'Teacher Responsible' must be on all excursions outside the centre boundaries
- A risk assessment will be completed prior to any special excursion and signed off by the Centre Manager or personal responsible. Risk assessment will be read and signed by all adults attending the excursion.
- All children to wear hi-vis vests
- While on excursions a staff member will be assigned to toileting
- A First Aid trained kaiako will be on all excursions.
- If tamariki remain at the centre, at least two staff members will remain at the centre and required adult:child ratios will be met. A First Aid trained staff member will remain at the centre
- Kaiako and adults will not deviate from the planned outing route at any time
- If all tamariki and kaiako leave the centre on an excursion, a sign will be posted on the door saying:
 - the location of the excursion
 - the predicted return time
 - a contact name and phone number

- The following will be taking on special excursions:
 - A list of all children (tablet), plus their emergency contact details in case of an accident or emergency. This will be used to take periodic roll checks as above
 - First aid kit
 - Personal medication for any tamariki, kaiako or other adults attending the excursion
 - Sunscreen/rainwear
 - Sufficient water for all tamariki and adults
 - Fully charged cellphone - with numbers for the bus company, the destination and a contact number for someone connected with the centre who is not going on the excursion
 - Spare clothing/nappies
- Parent helpers will be made aware of the expectations of them. This includes:
 - The need to actively supervise the children in their care. This means being close enough to keep them safe at all times. They should not let a child leave their group
 - Ensuring their own behaviour does not put any children at risk - e.g. leaving the group for a coffee, popping into a shop etc.
 - Letting staff know if they have a health condition which might compromise their ability to supervise throughout the excursions
 - Ensuring each parent knows the children they are responsible for and is given a list of names of these children
 - Being informed of the itinerary, timetable and general logistics of the excursion
 - The need to stay with the main group at all times - unless some part of the activity is on a rotating basis
 - The need to notify a staff member if they need to leave the group for any reason
 - No smoking, vaping, alcohol or other illegal drugs on the excursion
 - Agreeing to follow all the requests and expectations of the teaching team
 - Being informed of the positive behaviour policy and the expectations of how to manage tamariki and when to seek help from a kaiako
 - Not putting photos of any children other than their own on social media
 - Knowing the arrangements for toileting, food/drink, looking after children's belongings, who has the First Aid Kit, the number of the emergency cell phone and what will happen in the event of an emergency
- A record of excursions will be kept documenting:
 - the names of adults and children involved
 - the time and date of the excursion
 - the location and method of travel
 - assessment and management of risk
 - adult:child ratios
 - evidence of parental permission and approval of adult:child ratios for special excursions
 - the signature of the Person Responsible giving approval for the excursion to take place

HS17 Excursions

Date February 2020
Review Date February 2023

Internal Evaluation Procedure

Internal evaluations and Policy reviews are scheduled into our annual plan to be reviewed at centre staff meetings
Procedures:

Policies and Procedures

- These will be emailed out to staff and brought to the next centre meeting.
- After staff have reviewed philosophies or policies and procedures it is made available to
 - all parents to review, comment on and sign,
- These changes are to be retained in the centre “Policy Review Folder”
- When parents, staff and directors have had the opportunity to discuss and comment on the changes to any philosophy, policy or procedure the amended documents are brought to the next meeting to confirm any changes.

Planned Internal Evaluations

- Internal evaluations are decided on through discussion between staff and added to our annual plan and link to our strategic plan
- Internal evaluations are worked on using our centre Internal Evaluation format
- Updates of these internal evaluations are brought to the centre staff meetings
- Parents are consulted and informed through the monthly newsletter, storypark and the centre white board for input and of any confirmed changes
- Spontaneous internal evaluations are welcome and will take place through consultation with teams following the same format.

Internal Evaluation

Date:

Room:	What:
Noticing:	
Investigating:	
What Now (sense making)?	
Taking Action:	
Evaluating Impact:	
Date finished:	

Photos of before and after results

Date November 2019

Review date February 2021

Positive Guidance Policy

Rationale:

To provide a positive environment that ensures the safety of all tamariki.

Objectives:

To provide clear rules and guidelines for the tamariki and ensure that tamariki, kaiako and whanau understand these rules and guidelines.

Te Whāriki:

Wellbeing Goal 2: Children experience an environment where their emotional wellbeing is nurtured

Wellbeing Goal 3: Children experience an environment where they are kept safe from harm

Belonging Goal 4: Children experience an environment where they know the limits and boundaries of acceptable behaviour

Contribution Goal 3: Children experience an environment where they are affirmed as individuals

Contribution Goal 4: Children experience an environment where they are encouraged to learn with and alongside others

Procedures:

Caregivers/guardians will be consulted if their child's behaviour is causing concern, and their support enlisted by the centre manager and team leaders. Management of behaviour should be fair and reasonable – appropriate for the nature of the behaviour and the child's stage of development.

Coastlands Preschool has rules to protect tamariki and to ensure that tamariki's behaviour is of an acceptable standard, so that the centre can be a pleasant and safe place for all. Children will learn acceptable standards of behaviour. Coastlands Preschool educators will ensure that the behaviour of the tamariki when entering the centre, is directed in a positive manner at all times.

The Centre's values will be an integral part of tamariki's behaviour development. The outcome will be loving, caring, happy, well adjusted, assertive, tamariki who are able to relate confidently to others.

Coastlands Preschool believes in a positive approach to child behaviour management by ensuring that:

- All staff build strong relationships with all tamariki
- Kaiako talk to children at their level
- Tamariki and their whānau are welcomed each day and are encouraged to welcome each other
- Coastlands Preschool Philosophy will be upheld in everyday centre life by:
 - Caring and nurturing relationships instil a sense of self worth and optimism within our children.
 - Unfolding Naturally will allow our infants and young children to develop in an environment that will encourage natural movement and growth. Inspired by Dr Emmi Pikler.
 - Kanohi Ki te Kanohi; Respectful communication face to face with children, whanau and kaiako .
 - A strong partnership with parents will allow children to gain a sense of belonging.
 - *Respect* - To care about yourself, others and the world around you
 - *Kindness and Compassion* - To help, show concern and empathy for and be friendly to others.
 - *Honesty and truthfulness* - Making the truth known
 - *Responsibility* - Willingness to treat others with courtesy and care
- Rules and expectations are clear
- Educators are positive, yet firm and consistent
- Children are not labelled as naughty
- When children are seen to successfully negotiate a situation Kaiako will acknowledge this achievement
- Children are engaged in constructive play whereby behaviour challenges will be kept to a minimum.
- A rich and varied environment is set up to recognise the individual needs (intellectual, physical, emotional, social, cultural and language developmental) of tamariki and encourage positive behaviour
- Staff recognise that tamariki go through stages of 'big emotions' that can be overwhelming. They are learning to understand and regulate those emotions. We support their developing emotional competence by:
 - Naming and describing feelings when we witness them, or notice them in stories
 - Acknowledge strong emotions, and link them to coping strategies
 - Supporting tamariki to help their peers when they are upset
 - Highlighting possible choices in managing emotions
 - Building tamariki resilience and self-worth through:
 - Acknowledging developing skills and knowledge

- Preparing tamariki for change
 - Noticing and providing positive commentary and feedback on practicing new skills and repeated attempts at a task/activity
 - o Scaffolding tamariki as they manage heightened emotions
 - Providing a neutral space where they can go to calm down
 - Offer them support and comfort, but not infringing on their space if not wanted
 - Having available tools for naming feelings and strategies to calm down
- Consideration is given of the Rights of the Child to:
 - o Be treated with respect and dignity
 - o Be safe, both physically and emotionally
 - o Work/play without disruption
 - o Have their work protected and treated with respect
 - o Be heard/listened to
 - o Be helped to solve their own problems (and supported until they do)
 - o Be positively encouraged

Tamariki learn to interact with others and develop their social skills. We support this by:

- Modelling initiating and responding to social interactions
- Children's stages of social development; observing their peers, playing alongside and social interactions are recognised and encouraged.
- Noticing and praising demonstrations of social skills
- Using puppets and/or stories to model things such as initiating play, saying no in considerate ways, negotiating turn-taking
- Providing opportunities for tuakana-teina relationships, including encouraging care for younger tamariki, having tamariki show others how we do things here.
- Role modelling good problem solving:
 - Notice a problem
 - Think of solutions
 - Try the solution out

Child Support Procedure:

- Take child aside and explain why the behaviour is harmful, upsetting and will not be tolerated. Record if necessary. Use the appropriate centre value when explaining to the child.
- In a clear, firm and positive manner explain the consequences of his/her action/s/record.
- Redirection
- Shadowing
 - by kaiako if necessary
 - observations recorded
- Teacher time in - reaffirm the behaviour is unacceptable, discuss other alternative strategies. Strategies will be tailored to tamariki's individual needs
- If negative behaviour continues report incident/s to team leader
- Consultation with parents/caregivers/guardian.
- Consultation with outside agencies
- Assessment
- Family meeting
- Plan/reassess and record/options and consequences/decisions (abuse programme)
- Monitor family plan
- Review family plan
- Outcome
- Record all information and file.

Criterion C3/C10

Reg. 43

He Māuna te Tamaiti *Creating a Supportive Environment *Promoting Social Competence

Date May 2020

Review Date April 2023

Programme Assessment, Planning and Evaluation Procedure

Rationale

Regular assessment and evaluation will take place to ensure tamariki have a supportive and stimulating environment. Our programmes reflect the principles, strands, goals and learning outcomes of Te Whāriki, other documentation released by the Ministry of Education, and the needs of our community. This celebrates the uniqueness of each child and the group as a whole

Objective

Children will learn in an educational and nurturing environment. Regular observations will show tamariki's strengths, abilities and interests. Planning will be formulated around the tamariki's interests and abilities.

Note: The term 'planning' refers to setting up the environment for tamariki's needs, interests and urges.

Procedure

- Programming is implemented cooperatively by the kaiako involved with each developmental age group
- Programming is based on observations of what tamariki can do, their interests, development and urges
- Kaiako aim to support and challenge each child's learning by providing a rich array of activities and learning experiences which reflect the child's interests
- Planning has no time limit, reflects tamariki's interests and can be as short or as long as the child's interest lasts
- Planning for infants and toddlers is primarily based on their own individual interests
- Tamariki will be planned for individually, as well as in a group
- Planning ensures tamariki's strengths, interests and urges are being supported individually as well as within a group.
- Teachers are responsible for supporting and documenting the learning and development of all the tamariki in their room. They are responsible for collating and presenting developmental updates, anecdotal stories, artworks, and photos within their portfolios. These are recorded in Storypark and then (at least one) printed out for their portfolios. These portfolio books are available to tamariki, parents, whānau, and caregivers to show the journey of their child's learning and development at Coastlands Preschool.
- Each child's portfolio has learning documentation added to it at least monthly
- Parents can also view their child's documented learning through Storypark, the online communication system. This is a secure site and permission will be gained to use this from parents on enrolment
- Parents/caregivers, and other family members, are encouraged to comment on their child's learning via Storypark
- Parents/caregivers are encouraged to share anecdotes of their child's life via Storypark to encourage a strong link between Coastlands Preschool and the child's home
- Kaiako set up the environment to support the learning and discoveries which have been identified through observations shared from home and at the centre
- Parents' aspirations for their child are sought via Storypark and conversations and will be added to stories when appropriate
- Appropriate links will be made to Te Whāriki 2017 and other relevant development and learning theories
- Each room documents and evaluates their planning

Notice: – Children will be observed while they are involved in learning experiences. These observations, along with photo evidence, will be placed in their portfolio.

Recognise and Respond:– When observations are written up a short analysis will be added. Whanau are welcome to comment on their child's story through Storypark or in their profile book.

Set Learning Objectives – At planning and evaluation meetings tamariki's needs, progress and interests are discussed and incorporated into planning.

Where to next – These are discussed and brainstormed at team meetings.

Develop and Implement Teaching – The environment is set up to extend the tamariki's abilities and skills.

Evaluate Results – Each room will have their own planning process that is evaluated at the end of each term. Some learning experiences will be displayed with photo evidence.

Reflect – Staff will reflect, during their team meetings, on the programme and how the tamariki have benefited from the programme.

(Criterion C12)/Reg. 43

Date 14th November 2019

Review Date: May 2021

Settling Policy

Rationale:

Children and parents of Coastlands Preschool will have positive experiences at our centre as they settle to gain a sense of belonging and self worth.

Objectives:

- To ensure parents/whanau and tamariki feel a sense of belonging when they begin their enrolled days.
- To ensure parents/whanau are given information about the expectations and routines of the centre.
- To gain information and knowledge on an ongoing basis about tamariki from the parents which will assist in the settling and transition process.

Te Whāriki:

Belonging Goal 2: Children and their families experience an environment where they know that they have a place

Belonging Goal 3: Children and their families experience an environment where they feel comfortable with the routines, customs and regular events

Wellbeing Goal 2: Children and their families experience an environment where their emotional wellbeing is nurtured

Procedures:

- Prospective parents/whanau will be shown around the centre, beginning with the Tui Room (if their child is under two). They will be directed to our website to fill out an enrolment form or register their interest. If needed, this can be done on site.
- We require that families visit regularly prior to a child's official start date. Kaiako get to know the family and child during this time. The number of visits, and weeks in which they are required, depends on the age of the child
- Settling visits are free of charge
- Settling visits will be arranged in advance and parents/whanau are asked to stick to these times, or let us know if they need to change a time
- Only one child will be on a settling visit at a time in each room (on occasion there may be a child in both sides of the Tui Room)
- Parents/whanau are required to use the tablet to sign their child in and out during settling visits
- Parents are encouraged to bring any special toys or cuddlies that might help their child to settle
- Parents will be requested to bring the completed 'About Me' information sheet (from the enrolment pack) which will be discussed and shared during visits
- During the visits the team leader or key kaiako will speak with the parent to discover what their child needs help with, their daily routine, aspirations for their child, the child's interest and anything else they need us to know. This is shared with their team
- Each child will be assigned a key kaiako that will get to know them, and their family, on the visits. If a child gravitates towards another kaiako, we will try to accommodate this switch
- We aim to schedule visits on the days the child will be attending and when their key kaiako is on the floor
- For tamariki/parents who are finding it hard to separate we have a 'Happy Handovers' hand out for them to take away. This information is also included in our handbook
- If required, the team leader will suggest that a child may need extra visits before they start
- Teachers will be available to talk with families during the day
- Parents are encouraged to visit at any time during the day. Parents settling tamariki into the centre are encouraged to observe and take part in our programme until such time as they feel secure enough to leave
- If, for any reason, the team leader does not think a child is ready to start on their planned start date, the date will be changed to allow for further settling visits
- For the initial period when a child starts officially, photos will be sent to the parent/caregiver of their child settled in their play and the centre routines and rituals

Settling in to the Tui Room

- Parents/whanau are required to visit with their child for at least three weeks before the child starts regular attendance. A minimum of nine visits are required over this period
- Each child will be assigned a key kaiako who will be responsible for their care routines, settling in, completing their journal and developmental updates and writing their 'Belonging' story
- The first visit is a short visit to allow the child to become familiar with the room and the kaiako
- During following visits parents/caregivers are asked to demonstrate a care routine (e.g. changing nappy, putting to sleep, giving bottle, feeding). On subsequent visits (if the child is ready), the key kaiako will complete the care routine under the guidance of the parent/caregiver
- When a child has their first sleep during a settling visit, the parent/caregiver will be the one to get them up when they wake
- In the third week of visits, or earlier if kaiako think the child is ready, the parent/caregiver will be encouraged to leave the child for short periods of time

Settling in to the Kiwi Room

- Parents/whanau are required to visit with their child for at least two weeks before the child starts regular attendance. A minimum of six visits are required over this period
- During the second week of visits, parents/whanau will be encouraged to leave their child for short periods of time

Settling in to the Pukeko Room

- Parents/whanau are required to visit with their child at least three times before the child starts regular attendance
- Further visits may be required, especially if the child has not been in a centre setting before. The team leader will discuss this with the parents/whanau
- Each child will be assigned a key kaiako who gets to know the child and whanau, settles the child and writes their 'Belonging' story
- During the second or third visit parents/whanau are encouraged to leave their child for a short period of time

Date August 2020

Review Date August 2022

Supervision Plan

Rationale:

To keep children safe in all areas of our environment

Objective:

Teachers will be supervising children at all times in our environment

Te Whāriki 2017:

Wellbeing Goal 3 - Children experience an environment where they are kept safe from harm.

Procedure:

- Coastlands Preschool aims to run with ratios of:
 - 1:3 for aged birth to one
 - 1:4 for children aged one to two
 - 1:8 for children aged between two and six
 - The exception to this is at the beginning and end of the day, and over lunch breaks, where ratios may be at the Ministry of Education ratios
- Coastlands Preschool has a no roster philosophy
- Kaiako are aware of what is happening around them by scanning their environment and observing what the children are doing
- Kaiako are aware of each other's whereabouts by notifying another kaiako when/if they move
- All areas of play are supervised at all times
- When a teacher is supervising an area of play they will wait to be replaced by another teacher before leaving the area

Reg. 44 (1)(d)(i) / Schedule 2

Date May 2022

Review Date May 2025

Transition Policy

Rationale:

Children and parents of Coastlands Preschool will have positive experiences at our centre as they transition to gain a sense of belonging and self worth.

Objectives:

- To ensure parents/whanau and tamariki feel a sense of belonging
- To ensure parents/whanau are given information about the expectations and routines of the centre.
- To gain information and knowledge on an ongoing basis about tamariki from the parents which will assist in the settling and transition process.

Te Whāriki:

Belonging Goal 2: Children and their families experience an environment where they know that they have a place

Belonging Goal 3: Children and their families experience an environment where they feel comfortable with the routines, customs and regular events

Wellbeing Goal 2: Children and their families experience an environment where their emotional wellbeing is nurtured

Procedures:

Key Kaiako will endeavor to keep families regularly informed, through photos and text, of how their child is getting on during their days until settled in the centre.

Transition to the Kiwi Room

- Transition starts approximately six weeks prior to the child's second birthday
- Hand over sheets with relevant information about the child will be given to the Kiwi Room from the Tui Room.
- Parent/Caregiver to be taken to Kiwi Room, introduced to staff and shown around the environment
- Parents/caregivers will be introduced to their child's key kaiako
- Kiwi Room team leader will talk to parents/whanau to find out their aspirations for their child, along with anything else they feel we should know
- Kiwi Room kaiako to go to Tui Room to meet tamariki who will be transitioning
- Child(ren) taken to Kiwi Room for visit during free play time
- Key kaiako to sit with child and interact with them
- Further visits during week one are as above
- In the second week, if child is happy their Tui Room key kaiako will leave them for a short time
- Visits in later weeks to be at different times of the day so tamariki become accustomed to routines and rituals of Kiwi Room.
- If possible, in weeks five or six, the child will be put down for a sleep in the Kiwi Room. Prior to this, the child should be sleeping on the trundler beds in the Tui Room.
- If a child needs longer to transition, they will remain in the Tui Room until they are ready to move. If this is identified earlier, they may start transitioning earlier.

Transition to Pukeko Room

- Transitions will begin when the teaching team feels the child is socially, emotionally and physically ready.
- We endeavour to include all tamariki in a transition group for at least four months before the child moves into the Pukeko Room.
- They visit their new class at least once a week during this transition period.
- Parent/Caregivers to be taken to Kiwi Room, introduced to staff and shown around the environment
- Parents/caregivers will be introduced to their child's key kaiako

- Hand over sheets are written by the Kiwi Room kaiako and given to the Pukeko Room kaiako when a child transitions from the Kiwi Room to the Pukeko Room. Hand over sheets contain relevant information about the child.
- Once a child has transitioned, the team leader in the Pukeko Room will talk to the parents/whanau to find out their aspirations for their child, along with anything else they feel we should know

Date April 2021

Review Date April 2024

Transition to School Policy

Rationale: To enable tamariki to have a smooth transition into their new school environment.

Objective: To provide tamariki and their whanau with the knowledge and skills to ensure a smooth transition.

Procedure

- Parents/whanau will make arrangements with their chosen school for school visits.
- If required, the Pukeko room team leader can provide parents/whanau with information about local schools.

School readiness may include but not limited to:

- Social skills - the ability to engage in reciprocal interactions with other.
- Self help skills - able to change clothes if required, put on shoes and care for their own belongings.
- Have an awareness of literacy and numeracy in everyday situations.
- Be able to vocalise their needs to their peers and kaiako.
- Emotional regulation - the ability to perceive emotions and regulate their own emotions.
- Toileting.
- Feeling confident and competent about themselves.

Procedure:

- Partnerships with parents are already established.
- Recognise that all tamariki and their whanau have different needs, abilities and expectations.
- Offer support, if needed, to parents/whanau during the transition process.
- Be open to school kaiako visiting the Pukeko Room class.
- Collaborative relationship with schools available and kaiako share their knowledge with whanau if needed.

Date 17th July 2018

Review Date March 2021

Part Two: Health and Safety

Accidents and Incidents Policy

Rationale:

Parents and kaiako share the responsibility for creating a healthy centre environment, which will protect and nurture children.

Children who fall ill or are injured are given appropriate care.

Objective:

Coastlands Preschool will provide an environment for staff and tamariki where their physical wellbeing is promoted and nurtured. They will be kept safe from harm and free from exposure to infection or hazards. All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent of what has happened.

Te Whāriki:

Wellbeing Goal 1: Children experience an environment where their health is promoted

Wellbeing Goal 2: Children experience an environment where their emotional wellbeing is nurtured

Wellbeing Goal 3: Children experience an environment where they are kept safe from harm

Accidents and Incidents Procedure:

- All kaiako will hold a current first aid certificate
- Each room will have a first aid kit which will be kept in good condition, ready for immediate use and equipped to the standard outlined in the Coastlands Preschool equipment list which is kept in the first aid kits. It will be secured so that the contents are inaccessible to tamariki
- Team leaders will be responsible for checking and maintaining the contents regularly
- First aid kits will be audited, and replenished, by an external agency every six (6) months
- In case of an accident or incident, first aid will be administered
- Parents will be called for all head injuries. For other injuries, parents/caregivers will usually be notified on pickup
- A record of the accident/incident will be recorded on Safety Nest and will state:
 - the child's name
 - the date, time and description of the injury or incident
 - actions taken, and by whom
- This is to be signed by the parents/caregiver on pickup
- In case of a serious accident, medical aid will be sought through a doctor or ambulance officer without delay and parents/caregivers/guardians informed immediately. Actions taken will be recorded in the accident register
- In the case of a notifiable incident, Injury and Incident Record will be filled out and sent to the appropriate agencies (usually Worksafe) including the Ministry of Education
- Accidents and illnesses will be analysed on a regular basis
- Monthly, at team meetings, accidents and incidents will be discussed
- Significant accidents and illnesses will be brought to the monthly staff meeting
- Risk register to be updated as required

Parent/Whanau Responsibilities:

- Ensure Coastlands Preschool has up to date contact details for parent/caregiver and emergency contacts
- Inform staff of any injuries child may have
- Children should be collected within one hour if unwell

Notifiable Events

- A notifiable event is any of the following events that arise from work:
 - a death
 - a notifiable illness or injury or
 - a notifiable incident. Only serious events are intended to be notified
- The notifiable incident, illness, injury or death must arise out of the conduct of the business or undertaking. It could be due to the condition of the work site, the way the work activity is organised, or the way equipment or substances are used.
- All injuries or illnesses that require (or would usually require) a person to be admitted to hospital for immediate treatment are notifiable.

- Other types of injuries and illnesses that also require notification are as per the Worksafe 'What Events Need to be Notified' document
- A notifiable incident is an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to:
 - a substance escaping, spilling, or leaking
 - an implosion, explosion or fire
 - gas or steam escaping
 - a pressurised substance escaping
 - electric shock (from anything that could cause a lethal shock, for example it would not include shocks due to static electricity, from extra low voltage equipment or from defibrillators used for medical reasons)
 - **the fall or release from height of any plant, substance, or thing**
 - damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use under regulations
 - the collapse or partial collapse of a structure
 - the collapse or failure of an excavation or any shoring supporting an excavation

Record Keeping

Accident records to be retained for two years

Notifiable accidents/events/incidents records to be retained for five years

Reg 45/PF28

Reg 46/HS25

Reg 46/HS27

Date April 2022

Review Date April 2025

Accidents, Illnesses and Incidents Procedure



Adult Conduct Policy

Rationale:

To ensure Coastlands Preschool Kaiako understand how to keep themselves safe from accusations of child abuse when undertaking personal care of young tamariki. To ensure Kaiako, whanau and children are in a safe environment.

Purpose:

All adults are responsible for the safety of tamariki present at Coastlands Preschool.

Procedures:

1. Toileting area will have viewing window to ensure safety of tamariki and staff
2. Toileting facilities are managed to ensure maximum visibility yet sufficient privacy.
3. We will respect tamariki's dignity when toileting.
4. All areas of our preschool have maximum visibility to ensure the safety of staff and children.
5. A minimum of two adults will accompany tamariki on an excursion.
6. Adults enrolling at Coastlands Preschool will be informed about this policy.
7. Staff must gain permission from the centre manager before agreeing to transport tamariki to or from the centre.
8. Coastlands Preschool will hold up to date resources on the recognition and prevention of child abuse for centre members.
9. Any adult accused of child abuse will not be allowed to be on the premises while the complaint is investigated
10. Support will be provided by another centre member, or associated personnel, or referral to the human rights commissioner will be made while the complaint is investigated.
11. If the complaint is upheld procedures will be taken to terminate the membership or *employment* of the person accused.
12. Any adult who has physically ill-treated or abused a child or committed a crime against tamariki will not be employed by the centre
13. A 7 point safety check will be completed before any adult is employed at Coastlands Preschool

We will achieve high standards with enthusiastic involvement of all staff member Coastlands Preschool and management by:

- Kaiako take steps to ensure their own safety, at work, by reporting and recording any accidents they may have or any hazards they may see.
- Kaiako and children will be provided with a safe environment where they are kept safe from harm and their health is promoted.
- All kaiako must monitor their physical and mental health to ensure that they are fit to work with tamariki in line with the early childhood regulations.

Date December 2019

Review Date July 2022

Allergies Policy

Rationale:

To ensure that tamariki well being is protected.

Purpose:

Parents/caregivers/guardians are responsible for informing Coastlands Preschool members of any allergies or food intolerances.

Procedures:

1. Parents should record any information about allergies or food intolerances when enrolling the child (enrolment form).
2. Parents/caregivers/guardians should update this list whenever possible.
3. Information about allergies/intolerances is kept in the office for staff members to consult at any time.
4. A notice board of allergies is available in the kitchen areas of the rooms
5. Children's health information will be passed on to the child's next room when they transition
6. Parents are responsible for ensuring medicines are current.
7. An individual Allergy and Intolerance Plan will be completed for those children that may require medical attention if they are subjected to a substance or event that requires this.

Date September 2015

Review Date May 2021

Breastfeeding Policy

Rationale

Breast milk is beneficial to babies; it is safe, convenient and protects babies from many illnesses. Two of the main reasons for a mother to stop breastfeeding early are returning to work and lack of support. Breastfeeding in public places is a necessity and should be considered normal. Women and the community need encouragement to support breastfeeding in public places.

Aim

Coastlands Preschool supports women who wish to breastfeed whilst on our premises.

Strategies

- Coastlands Preschool will provide a comfortable and friendly environment for mothers to breastfeed.
- Coastlands Preschool will undertake appropriate breast milk storage and heating methods as recommended by the Ministry of Health:
 - In the back or lower half of the fridge for up to forty eight hours
 - At room temperature for up to four hours
 - Freeze up to three to six months
 - All milk will be labelled with child's name and the date it was expressed
- Coastlands Preschool will comply with the Employment Relations Amendment Act 2008 to support staff who are mothers to continue to breastfeed.
- Coastlands Preschool will include breastfeeding friendly information in staff induction.
- Coastlands Preschool will provide breastfeeding friendly information to mothers, family and whanau in enrolment packs.
- Coastlands Preschool will sustain the breastfeeding friendly status through ensuring signage is displayed on the premises.

Date: February 2020

Review Date: February 2023

Child Protection Policy

Rationale:

Coastlands Preschool is committed to the prevention of child abuse, to the protection of our tamariki. This commitment means that the interest and wellbeing of our tamariki is our prime consideration when any decision is made about suspected child abuse. This policy provides guidance on our shared responsibilities and how to identify and respond to concerns about the wellbeing of a child at Coastlands Preschool, including possible abuse or neglect. Everyone at Coastlands Preschool has a role to play in protecting our tamariki and keeping them safe.

Objective:

The purpose of this policy is to:

- Provide a safe environment - free from physical, emotional, verbal or sexual abuse
- Proactively prevent child abuse and neglect in our centre community
- Give confidence in identifying and addressing any concerns of child abuse and neglect
- To comply with legislation in place for the protection of tamariki, education and early childhood services regulations, health and safety legislation and other applicable legislation

Te Whāriki 2017

Well-being - Goal 4: Children experience an environment where they are kept safe from harm

Procedures:

- **All staff will complete a child protection course every three years.**
- Establish and maintain relationships with agencies in the community who specialise in the support and counselling of families and will refer on, tamariki who are suspected to be victims of abuse.
- Centre to include Child Protection workshops in their Professional Development. for all employees
- Early Childhood Services Regulations state 1:5 kaiako child ratios for tamariki 0-2 and 1:10 kaiako child ratio for tamariki aged 2-5. Coastlands Preschool maintains higher kaiako/child ratios than those specified by the 2008 Regulations.
- New kaiako will undergo required safety checks that comply with the Children's Act Oranga Tamariki (2014).
- Our premises are designed to ensure children can be readily observed by supervising kaiako.
- Parents at Coastlands Preschool are encouraged to visit at any time during the day. Parents settling tamariki into the centre are encouraged to observe and take part in our programme until such time as they feel secure enough to leave.
- Only adults named on the enrolment form are able to collect tamariki from the centre.
- If a child is to be collected by someone other than the persons on their enrolment form, parents/legal guardians are required to give written or verbal permission and photo evidence of the adult to the teaching team stating their relationship to the child.
- Written permission from parents is required for their child(ren) to participate in centre outings.
- Information regarding a child will be shared to both parents unless there are any custodial arrangements in place which will limit this.
- A complaints procedure ensures issues of concern are dealt with appropriately.
- Parents are encouraged to express their feelings and concerns so that the operation of Coastlands Preschool can be constantly improved.
- Visiting students are not allowed to change or toilet any child unsupervised and are not to be left alone with any child or group of tamariki.
- Regular relievers will be allowed to change or toilet tamariki and can be left alone with groups at the discretion of the centre manager or team leader.
- Parents will be notified of the presence of any student kaiako
- Written documentation is kept on any issues of concern kaiako may note about a child. Full, relevant, contextual factors are recorded in our confidential 'concern book'
- We realise and accept our own limitations in dealing with issues of abuse. Professional agencies such as the Police and the Oranga Tamariki - Ministry of Children will be involved in suspected cases of abuse. These agencies are sought for their specialised knowledge.
- If a team member believes a child to be in immediate danger, the police will be phoned
- If any team members see a child being abused, observe signs of abuse/neglect, or a child reports being abused or neglected, we will follow the reporting process for child abuse, as detailed at the conclusion of this policy

Identifying possible abuse or neglect

Child Abuse is defined in the Children Young Persons and their Families Act as “the harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person.”

Emotional Abuse

Emotional abuse occurs when a child’s emotional, psychological or social well-being and sense of worth is continually battered. This includes confinement, isolation, verbal assault, humiliation, intimidation, infantilisation, or any other treatment that may diminish the sense of identity, dignity, and self-worth. We also include exposure to Family Violence in this category.

Neglect

Neglect is a pattern of behaviour that occurs over a period of time and results in impaired functioning/development. It is a failure to provide for a child’s basic needs.

Physical Abuse

Physical abuse can be caused from smacking, punching, beating, kicking, shaking, biting, burning or throwing the child. Physical abuse may also result from excessive or inappropriate discipline or violence within the family, and is considered abuse regardless of whether or not it was intended to hurt the child. Physical abuse may be the result of a single episode or of a series of episodes.

Sexual Abuse

Sexual abuse includes acts or behaviours where an adult, older or more powerful person uses a child for a sexual purpose. There are two different types of child sexual abuse. These are called contact abuse and non-contact abuse.

- **Contact abuse** involves touching activities where an abuser makes physical contact with a child, including penetration. It includes: sexual touching of any part of the body whether the child's wearing clothes or not; rape or penetration by putting an object or body part inside a child's mouth, vagina or anus; forcing or encouraging a child to take part in sexual activity; making a child take their clothes off, touch someone else's genitals or masturbate.
- **Non-contact abuse** involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It includes: encouraging a child to watch or hear sexual acts; not taking proper measures to prevent a child being exposed to sexual activities by others; meeting a child following sexual grooming with the intent of abusing them; online abuse including making, viewing or distributing child abuse images; allowing someone else to make, view or distribute child abuse images; showing pornography to a child; sexually exploiting a child for money, power or status (child exploitation).

Responding to suspected abuse or neglect

It is essential to continue to maintain a confidential record, including observations of the child’s behaviour for some time following an allegation or incident. The process for responding to child abuse is given in the ‘Reporting Process for Child Abuse’ on page 32 of this document.

An incident report template is also provided on page 33 and 34 of this document. All suspicions or observed incidents or reports of incidents should be reported directly to the Person in Charge as soon as possible, who will immediately take steps to protect the child(ren) and record the report.

If there is clear evidence or reasonable cause to believe an instance of child abuse has taken place, the Person in Charge shall notify Oranga Tamariki: 0508 326 459. If you believe a child is in immediate danger, call the Police on 111.

In addition to guiding staff to make referrals of suspected child abuse and neglect to the statutory agencies (i.e., Oranga Tamariki or the Police), this child protection policy will also help staff to identify and respond to the needs of the many vulnerable children whose wellbeing is of concern. In many of these cases the involvement of statutory agencies would be inappropriate and potentially harmful to families/whānau. Throughout New Zealand statutory and non-statutory agencies provide a network of mutually supportive services and it is important for our organisation to work with these to respond to the needs of vulnerable children and families/whānau in a manner proportionate to the level of need and risk.

Staff members will discuss suspicions with a senior staff member. Where appropriate, the person making the allegation will be given a copy of this policy.

- The following measures will be taken by all kaiako regarding suspected abuse or neglect:
 - All allegations of child abuse/neglect will be taken seriously.
 - No kaiako will act alone regarding suspected child abuse/neglect. Notify the manager immediately
 - Record in writing, the exact details of behaviour or language used by the child.
 - Date and sign the records, identifying the child by initials and birth date only. Manager and staff member to co-sign.
 - Keep details confidential to the manager and staff member involved, or on a “need to know” basis.
 - If appropriate, record further observations to build up a clear impression of the situation.
 - If the centre manager suspects a child is unsafe, she/he will report it to the Ministry of Children, Oranga Tamariki (MVCOT) - 0508 FAMILY (0508 326 459)
 - If not appropriate to approach parent/caregiver/guardian, the supervisor will ensure the parent/caregiver/guardian is informed by the appropriate person(s).
 - Support will be given to the family in any way possible.
 - Any person disclosing information in good faith regarding suspected abuse will be assured the protection afforded by law.
 - If there are any allegations of abuse by a Coastlands Preschool employee, the authorities will be informed immediately and the employee will be suspended while the matter is investigated.

Ongoing care for vulnerable children

Ensure the child's immediate safety - do not alert the suspected abuser.

- If a child tells of abuse; listen; have a conversation - don't interrogate them.
- Say you're glad they told you and you're sorry it happened
- Let them know it's not their fault and that you'll do your best to help
- Do not ask further questions
- Do not put words in the child's mouth
- Allow them to tell only as much as they want
- Continue to support the child
- Ignore or distract negative behaviour

If a child's behaviour affects other children's health and well-being at the Centre, a parent meeting will be called by the manager to discuss the situation. The final decision of future action will be made by Management and the Child Safety Team, with consideration to the fact that the manager has the right to exclude any child if his/her behaviour poses a significant danger to others.

The Basic Principles for Responding to Suspected Child Abuse

- Believe what children tell you and what you see.
- Always take action in the short term to ensure the immediate safety of the child. This may mean contacting the Oranga Tamariki or the police if you think there is an immediate risk of the child being abused again.
- Record clear concerns and observations, factual statements with dates The priorities in responding to any suspicion of child abuse are:
 - 1. Reassure the child that it was all right for them to talk to you. Have a conversation but do not interview the child
 - 2. Share the information with someone you trust that also knows the child (centre supervisor)
 - 3. Protect the child's privacy by limiting the number of people who will be involved in discussions
 - 4. Immediately write up the incident or what was said in a confidential record We recommend that you do not make decisions alone. Consult with someone experienced. If there is no short-term risk, take time to consult thoroughly in order to make a well-informed decision.
- Act on your concerns. Don't leave it to someone else or hope it won't happen again. If you have told the person you believe is responsible for taking action and they do not act, take further action yourself.
- Seek support for yourself. The tasks and situation will be stressful.
- Where abuse may have been perpetrated by a family member or someone close to the family, do not initially inform the family, but ensure that the appropriate person informs them at the appropriate time under guidance from Oranga Tamariki.

Staff Selection

- The Centre will employ staff only after an interview and thorough checking on the applicant's work history. This will include making contact both with referees and past employers. This will be done with the applicant's consent.
- All employees will have been passed through a 7 Point Safety Check including
 1. Verification of identity (including previous identities)
 2. An interview
 3. Information about work history
 4. Referee information
 5. Information from any relevant professional organisation or registration body
 6. A New Zealand Police Vet will be carried out every three years (carried out as part of registration renewal for registered kaiako)
 7. A risk assessment
- All staff not holding current registration with the NZ Teaching Council will have a Police Vet Check every three years.
- Management will ensure when selecting staff that they have the skills and attributes to ensure children's safety.
- When employing staff, the applicant's referees will be contacted prior to employment.
- All staff, including volunteers, will be required to read and abide by the Child Protection Policy.

Parent Involvement

- The Centre has an open door policy where parents/whānau are welcome to visit at any time and to be involved as much as possible within the centre.
- Parents and visitors are not permitted to undertake any caregiving routines with other people's children or be alone with them.
- If any teacher is concerned that a parent/adult collecting a child may be under the influence of alcohol or drugs they will seek support from another staff member and:
 - Ask the parent/adult if anyone can be contacted to take them home or a taxi fare offered.
 - In the case of parents/adults where the above is not satisfactory and the safety of children and staff is at risk, the Police will be informed.
- Children cannot leave the centre without written permission from parents, except in an emergency. If a non-custodial parent/guardian wishes to collect a child from the Centre the custodial parent will be informed before the child leaves the Centre.

Professionalism Procedures

- Management will encourage staff to keep their personal and professional lives separate. Confidentiality is to be maintained at all times.
- At least once each year, the Child Protection Policy will be discussed at a staff meeting to ensure staff are familiar with the policy and are continually reminded of their responsibilities.
- The management team is committed to ensuring staff are familiar with this policy, and is aware of how to prevent, recognise and respond to abuse. All new staff will familiarise themselves with this policy during their induction process.
- If parents have concerns about the treatment of a child by our staff, they are encouraged to make this known to the Manager/Supervisor/Head Teacher, who will ensure that the matter is investigated and acted on immediately as per the Complaints Procedure.

Preventative Education

- All kaiako follow the Adult Conduct Policy and Positive Guidance Policy which promotes positive guidance of children's behaviour and keeping children safe
- Staff work as a team to ensure they can support each other in managing children's challenging behaviours. If a teacher is feeling stressed by the behaviour of a child/ren they should immediately communicate this to another member of the teaching team
- This policy will be discussed every year in a staff meeting
- At the above meeting, the manager or assistant manager will run a session on child protection for staff
- Information is provided on the prevention and recognition of child abuse and procedures on how to respond in the event of allegations or recognition of abuse as set in Oranga Tamariki – Ministry for Children guidelines.
- Education of children and parents/whānau is important in the prevention of child abuse. We encourage parents to make use of education programmes organised by agencies in the community

Guidelines for Prevention of Child Abuse

Clear guidelines will be given for protecting tamariki from abusive situations, and for protecting staff from unfounded accusations of abuse:

These will include:

1. Children will be encouraged to perform their own hygiene and toileting routines as age and independence permit
2. Educators will endeavour to be visible at all times while interacting with tamariki
3. Doors will be left open during toileting and changing routines
4. Children will be accompanied by more than one adult on all walks and excursions
5. Child abuse policies and pamphlets will be available to parents/caregivers/guardians
6. Books and songs about personal safety will be used regularly with tamariki
7. Visitors to the centre, including contractors, will not be left alone with tamariki.

Management Practices

1. There is no smacking or hitting of tamariki by staff members
2. No child is to be put in solitary confinement, immobilised or deprived of food as punishment
3. Positive reinforcement and guidance should be implemented at all times and any blaming, harsh language, belittling and degrading by staff members avoided
4. Children deserve the respect to be listened to by staff members when they have something to say
5. Any conflict between tamariki should be dealt with by: redirecting and letting each child have his/her say while the other listens without interruption, as age and independence permits.
6. All staff undertake professional development in relation to identifying and responding to vulnerability and child abuse, or other child protection courses

Allegations or concerns about staff

If a staff member is seen using inappropriate physical contact with a child, or there is reasonable grounds to believe that a person employed or engaged in the service, or any other person:

- has physically ill-treated or abused a child or committed a crime against children; or
- in guiding or controlling a child, has subjected the child to solitary confinement, immobilisation, or deprivation of food, drink, warmth, shelter, or protection.

The Manager or Assistant Manager will:

- stand the staff member involved down immediately until an investigation has been carried out. This means the person involved is excluded from coming into contact with the children participating in the service
- contact Oranga Tamariki and the police immediately
- Report the incident to the Ministry of Education immediately
- Inform the Teaching Council if the person involved is a registered teacher
- The Manager/Supervisor will undertake to implement the requirements of **Education (Early Childhood Services) Regulations 2008** to ensure children are protected from ill-treatment and their health and safety is maintained.

Protection of Staff

Coastlands Preschool is committed to providing a safe working environment for all our staff and ensuring that employee privacy is protected. We take all reasonable steps to ensure staff safety. The centre will not disclose personal information (including personal address, phone numbers and personal circumstances) of any employee, to any child, parent or member of the public. Information will be kept secure in a locked filing cabinet in the office and only employees with specific authority will be permitted access to confidential employee information.

We require staff to be observant. If you have a concern regarding a child (ie observation of an unusual behaviour, evidence of injury etc) then you must document this concern and pass it onto your Supervisor. We recommend that staff report any such observations immediately to the Centre Supervisor who will help them determine the appropriate course of action. We recommend that you don't act alone. Your written observation/statement will be retained by the centre as confidential information and kept on file for our records.

We recommend that you consult with other team members and the manager to make a final decision whether it is appropriate to report your observation to an external agency (guidelines throughout this policy). Your statement/identity

will not be revealed by the centre to any third party (except any agencies required to support the centre) and only in consultation with you or as required by law.

For the protection of staff who, through the course of their work, are caring for children's bodily needs the following should be noted. All details of care given in respect to children's genital areas must be recorded with date, time and action taken, as soon as possible after the event. This includes: washing genitals (toileting sheet), applying medication to genitals (medicine book), inspection of genital areas if soreness, itching or injury is suspected (accident book). Children under two years old have this information recorded on their daily record sheet. Teachers are not to be left alone with children where a situation could arise where allegations of sexual abuse could be made.

Never photograph a child's ano-genital area, even as a record of your concern.

Child Safety Team

A Child Safety Team of at least two staff members is responsible for ensuring the reviewing and implementing the policy of the Centre. These staff members are given initial training in child abuse and are to attend refresher meetings as they become available, or organised by the Manager. The team is to ensure that policy and implementation of policy is culturally sensitive and appropriate. Any member of the team can call a meeting at any time.

Advice

Any member of the Child Safety Team may talk unofficially to any appropriate health professional in confidence before the referral procedures are implemented.

Visitors to the Centre

Team Leaders are responsible for ensuring that visitors to the centre know what adult behaviour is deemed appropriate.

Inappropriate touching for visitors is: hugs, kisses, tickling, stroking, sitting child on knee, carrying children, changing children's clothes.

Appropriate touching is: holding hands (e.g. taking children inside), helping children in or out of a swing, physical removal from potentially dangerous situations.

Team Leaders arrange with kaiako to inform visiting students of our policy, and speak personally to the students where possible before any students arrive. Visitors, trainees etc. never toilet or change nappies.

Indicators of Abuse or Neglect

	Indicators of potential abuse may include	Indicators of potential neglect may include
Physical signs	e.g., unexplained injuries, burns, fractures, unusual or excessive itching, genital injuries, sexually transmitted diseases.	e.g., looking rough and uncared for, dirty, without appropriate clothing, underweight.
Developmental delays	e.g., small for their age, cognitive delays, falling behind in school, poor speech and social skills.	
Emotional abuse/neglect	e.g., sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self-harm.	
Behavioural concerns	e.g., age- inappropriate sexual interest or play, fear of a certain person or place, eating disorders/substance abuse, disengagement/neediness, aggression, sudden change in behaviour.	e.g., disengagement/ neediness, eating disorders/substance abuse, aggression.

The child talking about things that indicate abuse	Sometimes called an allegation or disclosure.	
Neglectful supervision		e.g., out and about unsupervised, left alone, no safe home to return to
Medical neglect		e.g., persistent nappy rash or skin disorders or other untreated medical issues.

Inappropriate Material

All practicable steps are taken to protect children from exposure to inappropriate material. This includes:

- Checking magazines that are brought into the centre for inappropriate content
- Ensuring children do not have access to the internet, unless with a kaiako present
- Ensuring that conversations that are not appropriate for children to hear take place where no children are present (e.g. staffroom)

(Criterion HS31)/ Reg. 46

HS32

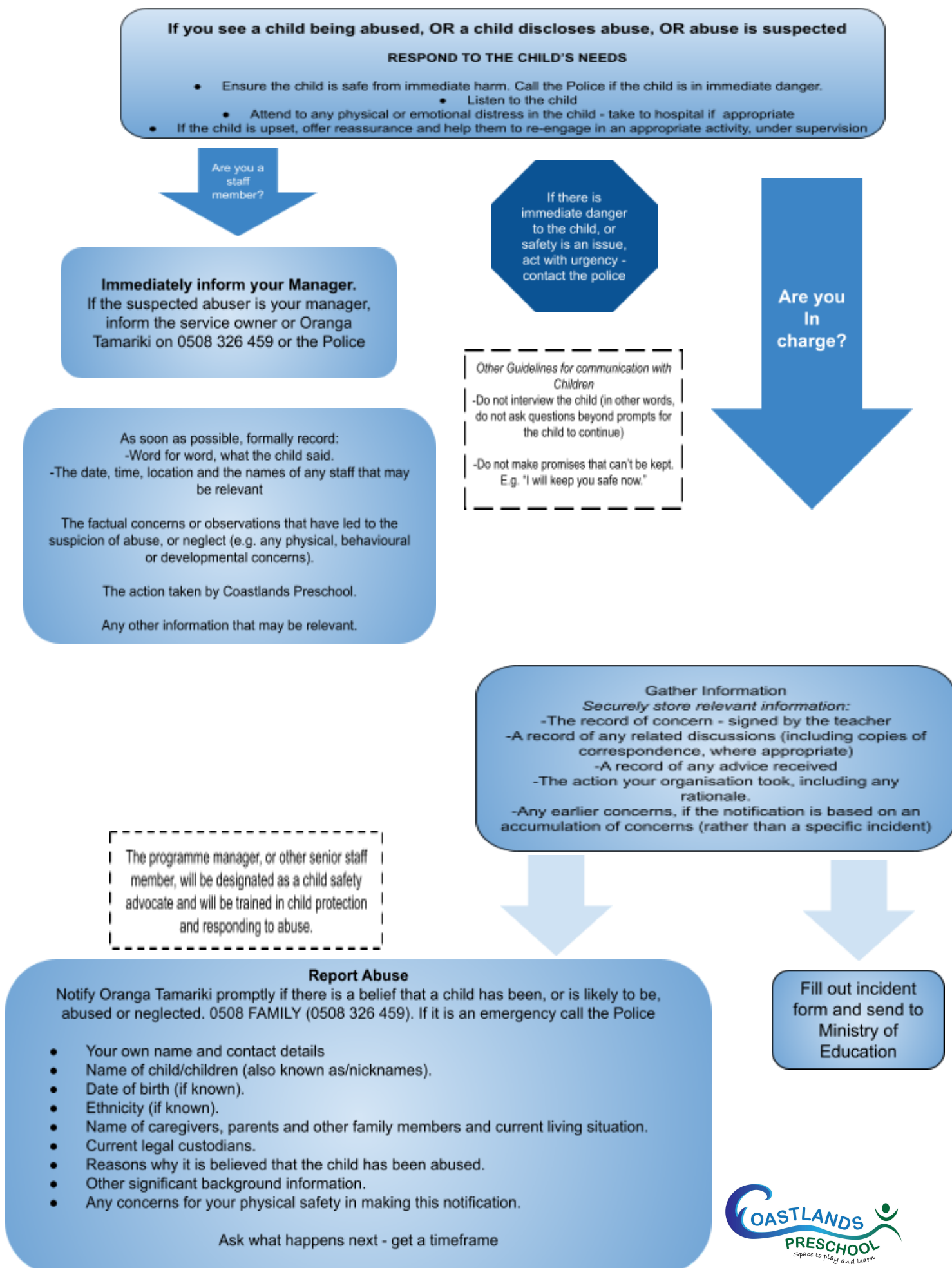
To be reviewed every three years

Date November 2019

Review Date June 2022

Discuss September 2020, June 2021

Reporting Process for Child Abuse



Record of Incident or Allegation

Date:

Time:

Child:

Date of Birth:

Address:

What brought the incident to the teacher's attention?

What did the child say (record in their words)?

Describe the child's body language etc as they spoke to you

Where did the incident take place?

What happened or was alleged? (Be clear, use anatomical words):

How did the teacher manage the behaviour/situation?

How did the child(ren) respond?

What action was taken?

Staff involved:

Level of Concern:

Note		Immediate Action
------	--	------------------

Incident #:

Action Taken:

By Whom:

Date action was taken:

Follow up:

Describing Injuries

Abrasion - a superficial scraping injury of the body surface with or without bleeding

Bruise - Leakage of blood from blood vessels discolouring the tissues of the body

Incision - A cutting type injury that severs tissues in a clean and generally regular fashion

Laceration - A tear or split in the tissues

In describing a wound consider the following features:

- Site
- Size
- Shape
- Surrounds
- Colour
- Contours
- Course
- Contents
- Age
- Borders
- Classification
- Depth



Child:

Date:

Time:

Teacher 1:

Teacher 2:

Cloth Nappy Changing Procedure

Rationale:

Coastlands Preschool has systems in place to ensure consistent practice by all kaiako. Tamariki will be treated with dignity and respect while maintaining our high health and safety standards.

Te Whāriki:

Wellbeing Goal 1: Children experience an environment where their health is promoted.

Wellbeing Goal 2: Children experience an environment where their emotional well-being is nurtured.

Wellbeing Goal 3: Children experience an environment where they are kept safe from harm.

Objective:

The purpose of this policy is to ensure cloth there is no cross contamination in the centre due to the use of cloth nappies.

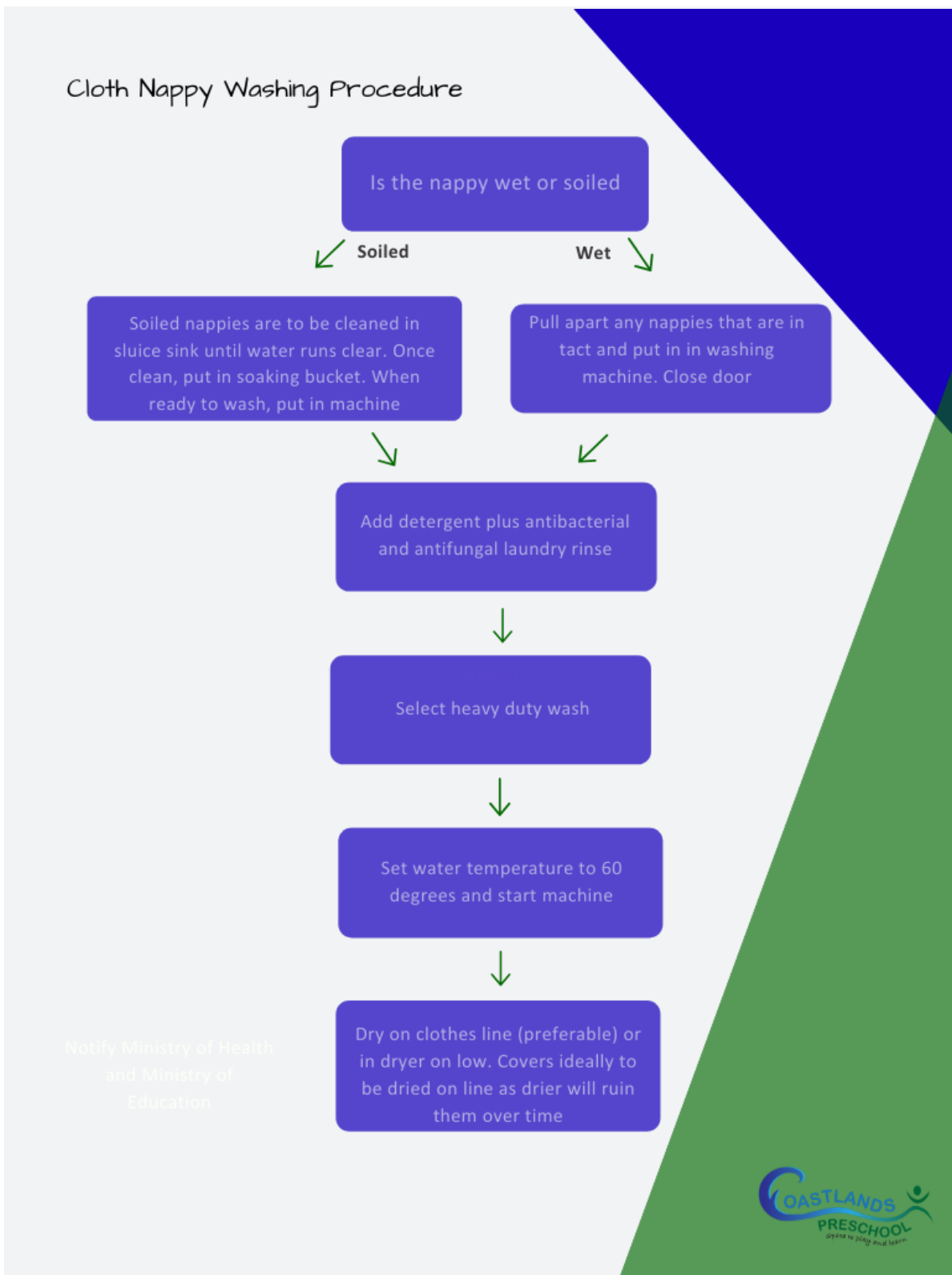
Procedure:

- Reusable nappies, liners, and wipes are provided by Coastlands Preschool. There are disposable wipes available for emergencies
- Children will be changed into a reusable nappy on their first change of the day and changed into a nappy from home on their last change of the day
- Nappy changing facilities are located between the two sides of the Tui Room, allowing for visibility from both rooms when a child's nappy is being changed
- As much as possible, tamariki will be encouraged to be active participants in their nappy change. Kaiako will ask permission before changing nappy and talk them through the process. If able, tamariki will be encouraged to climb up to the nappy change areas
- Children will be supported in washing their hands after each nappy change
- Student kaiako and regular relievers will be permitted to change nappies under the guidance of a permanent kaiako as long as the child feels comfortable with the new adult
- Children will have their nappy checked regularly throughout the day and changed as needed (eg. has a wet or soiled nappy, before a sleep), going no more than three (3) hours between changes
- Nappies must be changed after a sleep and before going home
- Wet nappies are to be pulled apart, if possible, and put into the first bin in the drawer. When this bin is full it is to be carried to the laundry, with lid on, and emptied into the washing machine. Any nappies that were not pulled apart need to be done so before being put in washing machine
- Soiled nappies are to be folded up, to keep solids contained, and put in the second bin in the drawer. When possible these are to be taken, with lid on, to the laundry and cleaned as below. This task is to be carried out by the room assistant or a kaiako if ratios allow
- Soiled nappies are to be cleaned, until water runs clear, using sluice sink before being soaked in the soiled bucket in a water and detergent solution . Lid to be firmly secured
- All checks and changes are to be recorded on the nappy change chart, including when the child is dry
- Creams and lotions are to be applied if requested by parents. These are to be written in the medication book. Cornflour is ideal for the use of reusable nappies
- Disposable gloves are available for nappy changing
- Change mat will be disinfected, with Geosil, between nappy changes to prevent the spread of infectious diseases

Date June 2020

Review Date June 2023

Cloth Nappy Washing Procedure



Date: June 2020
Review Date: May 2023

Emergency Evacuation Procedure

Rationale

To ensure the safety of the tamariki and staff in the event of an emergency.

Purpose

To ensure an efficient evacuation procedure exists for all staff and tamariki so that they can be quickly and efficiently evacuated from the building and relocated to a safe place.

Te Whāriki 2017

Wellbeing - Children are kept safe from harm.

Procedures

Once a term, a drill will be carried out for each emergency situation - Fire, Earthquake, Tsunami and Lockdown (a total of four drills per term)

In case of any of the following emergency evacuations, the centre cellphone will be taken to notify the local emergency radio station (1XX) and to support services such as the Ministry of Education, Police and Ministry of Health.

Parents/caregivers will be notified of any evacuation using bulk SMS via Discover. Facebook and Storypark will also be used.

Parents/caregivers and support services will also be notified via email (if possible) if the centre needs to evacuate the building and move to an alternative premises.

If cellphone and internet reception is compromised or unable to be used, the staff will notify the parents and families that they have evacuated the premises by attaching a notice to the front gates/doors of the preschool that states where they have moved to, what time they left the building and a contact cellphone number.

The staff will listen to the local emergency radio station (1XX) and will listen for further notifications or instructions. The radio will be a wind up radio located in the civil defence kit.

Fire

Fire Safety

- The paths used to evacuate the building must be kept clear and unobstructed at all times.
- The means of escape are kept clear of obstacles at all times
- Exit doors are to remain unlocked and free of barriers or blockages so that the building's occupants can leave the building in the event of a fire emergency;
- Items are to be stored in cupboards, not anywhere that may obstruct an exit path
- No open flames are to be used in the premises
- Flammable liquids are not kept on the premises.
- Goods are to be unpackaged in staff only areas
- All packaging materials are to be put in the appropriate bin in the allocated bin area in the carpark
- Fire Action Notices, telling people what to do in the event of a fire, are clearly displayed next to the exits
- The evacuation map is posted beside the exits

Staff Training

- Staff training will be carried out within the first week of employment and when trial evacuations are completed once a term
- The team leader will go over the emergency evacuation procedure with new staff members

In the Event of a Fire/Fire Drill

All Occupants

- Warn occupants in the immediate area if a fire is discovered
- Operate the nearest fire alarm manual call point
- Call 111 and ask for fire. Report name and address and the nature of the fire
- Evacuate the building - go to the primary point of safety
- Report to the warden any relevant information about the fire
- Do not re-enter the building until the all-clear has been given by the Warden of Firefighters

Teachers

- Operate the nearest fire alarm manual call point if the alarm is not already sounding
- Direct children to the fire exits and to the primary point of safety
- Check all children and adults are out of the rooms and shut the door (DO NOT lock)
- Ensure all rooms are checked (kitchen, office, sleep room, toilets) and check any areas that children get into - e.g. cubby house
- Group the children together and take them to the primary place of safety
- Report to the team leader the clearance of your rooms
- Team leader to report to the Warden

People requiring assistance to evacuate:

- Place under 2 year olds who are unable to walk out themselves into cots (up to 3 per cot) and wheel them out to the place of safety
- Provide assistance to anyone else (visitors) in the building who are unable to self-evacuate

At the Place of Safety/Assembly Area

- All staff are to ensure that the children are contained in the assembly area while they wait for the all clear from the Warden of FENZ
- If requested to move by wither the warden of FENZ, ensure all children are quickly and safely walked (or moved in cots) to the secondary place of safety
- No one is to reenter the building until the all clear has been given

Warden

- Put on the hi-viz vest
- Check the rooms are clear if it is safe to do so
- Proceed to the assembly area
- Ensure that 111 has been called - if any doubt, make another call
- Receive reports from the team leaders
- If there is any risk to others with fire/smoke near the assembly area, instruct everyone to move
- Liaise with FENZ on their arrival and inform them of the state of the evacuation

Kiwi and Pukeko Room

In the case of a fire or other emergency a copy of the Coastlands Preschool evacuation map is posted beside every exit.

In the case of an emergency, the alarm will sound.

If present, the Manager will be the building warden. In her absence, the Assistant Manager will be the warden. In the absence of both, the designated personal responsible.

The inside kaiako will ring 111 and check that the buildings are empty before leaving.

Doors to be closed when everyone is out of the buildings. A kaiako will collect the tablet, centre cellphone and civil defence bags.

All kaiako are responsible for ensuring all tamariki are safely out of the building.

The roll will be taken by the team leader at the perimeter gate (primary place of safety) before moving to the hardcourt (secondary place of safety).

Children will assemble with staff on the hard court area where the team leaders will report to the warden the status of their room's evacuation.

The school is a civil defence emergency meeting place, tamariki will be kept there until collected by parents unless otherwise arranged.

In case of a fire drill, twice a year, in Terms One and Three, a Notified Drill must be carried out and an Evacuation Report sent to the Fire Information Unit.

In the case of a fire drill, ten minutes prior to a Fire Drill - ring the local Fire Emergency NZ Regional Communication Centre on 04 801 0812 to inform them of the Fire Drill and sounding the alarm. In Terms 2 and 4 a notified fire drill will be held and documentation will be sent to FENZ within 10 days of completing the drill.

Tui Room

If smoke/fire is detected, activate one of the manual call points which are located beside every exit and call 111.

Upon hearing the fire alarm, the team leader will ring 111

In Classroom 1, staff to gather tamariki in small groups and lead them out to the assembly point in the carpark, via the escape route

In Classroom 2, staff need to put younger tamariki in evacuation cots (3 available) and wheel them out to the assembly point in the carpark, via the escape route. A maximum of three tamariki will be in each cot.

The manager/centre administrator will check the admin area of the building is clear of people and report this to the team leader, before assisting with the evacuation of the tamariki.

The team leader will check that the remainder of the building is empty before leaving.

A kaiako will collect the tablet, centre cellphone and civil defence bags.

All kaiako are responsible for ensuring all tamariki are safely out of the building.

The roll will be taken by the team leader at the assembly point.

If required, tamariki will be moved to the second point of safety - outside 3 Fishermans Drive.

Team Leader to report to Building Warden to advise Preschool part of building has been evacuated fully

The school is a civil defence emergency meeting place, tamariki will be kept there until collected by parents unless otherwise arranged.

In the case of a fire drill, ten minutes prior to a Fire Drill - ring the local Fire Emergency NZ Regional Communication Centre on 04 801 0812 to inform them of the Fire Drill and sounding the alarm. In Terms 1 and 3 a notified fire drill will be held and documentation will be sent to FENZ within 10 days of completing the drill.

Earthquake

In the event of an earthquake tamariki and adults will stop, drop and turtle (which are practiced during earthquake drills).

When the earthquake has stopped a kaiako will collect the tablet, parent information folder, centre cellphone and civil defence bags. In the event that power is lost, staff will use the centre cellphone to contact parents and support services.

Evacuation cots are to be used in the Tui room to transport tamariki.

All kaiako are responsible for ensuring all tamariki are safely out of the building.

The doors to the buildings will be left open.

The roll will be taken by the kaiako at the perimeter gate before meeting on the field.

The school is a civil defence emergency meeting place, tamariki will be kept there until collected by parents unless otherwise arranged.

Tsunami

In the event of the tsunami alarm sounding the radio will be turned onto 1XX for the latest information. At this stage we will gather tamariki's medications, civil defence bags, first aid kits, cellphones and parent information folders ready to depart.

If we are advised that there is a Tsunami warning evacuate all tamariki to staff vehicles.

We will travel inland via Keepa Rd to SH30 then on to the Kawerau civil defence site.

We will endeavour to have more than one adult in a vehicle carrying a special needs child and tamariki under two years of age. Children that are unable to sit by themselves will be held by an adult.

Take with you the following

- Children's medications
- Tablets from all rooms
- Folders from all rooms with tamariki's details
- First Aid kits
- Civil defence bags and full water containers
- Cellphone to call parents
- Vehicles

The radio station will be telephoned before leaving the centre to advertise where we will be, give cellphone number. Leave note on the door with cellphone number on it. Support services will also be contacted via cellphone.

Date November 2021

Review Date November 2022

To be reviewed yearly using emergency drill evaluations as a guideline for any changes

Emergency Kit Contents

Item	Quantity Needed	Location
In Quick Getaway Kit(s):		
Copy of Emergency Plan (in ziplock bag)	1	Grab Bags
Wind up radio/torch	1	
Paper & Pencils or Pens	Small stack paper + few pens/pencils	
Games/Activities	Assortment	
Non perishable food, incl snack bars, biscuits	3 items per person	
Baby Formula	2 tins	
Baby Food	12 jars	
Hand sanitizer	500ml	
Survival Blankets	1 per 5 people	
Whistle	1	
Waterproof matches/fire starter in waterproof container	1 box	
Hi Vis Vest (for adult/s in charge)	1	
Duct Tape	1 roll	
Water	500ml per person	Beside grab bags
Utility Knife	1	Kiwi Room grab bag
Face/dust masks	1 box	Kiwi Room grab bag
Easily Accessible, ready to add to Getaway Kit		
First Aid Kit	1 per room	Kitchenette/Kitchen/Resource Room
Nappies & wet wipes	4 per child using nappies	Nappy change area
Tablet	1 per room	Entrance to room
Mobile Phone	1	With team leader
At Centre		
Toilet paper & Large rubbish bags	1 roll per 5 people	Bathrooms
Large Rubbish bags	1 large bag per 5 people	Kitchen/Kitchenette
Water - enough for 24 hours per person	3L per person	In barrels at fence
Non perishable food - spaghetti, snack bars, baby food, formula	As per grab bags plus 10 cans of spaghetti	Grab bags and kitchen cupboards
Ropes	2-3	Kiwi Room resource room
Tarps- decent size	2	Shed
Candles	4-5	Kitchen
Work Gloves	3 pairs	Kiwi Room resource room
Cooking pot	2-3	Kitchen
Manual can opener	1	Kitchen
Cups/plates/utensils	Assortment	Kitchen
Latex Gloves	1 box	Nappy change area
Personal hygiene items and sanitary supplies	2 boxes	Toilet
Small gas burner	1	Kiwi Room Resource Room
Buckets	2	Laundry

Emergency Lockdown (Reverse Evacuation) Procedure

Rationale:

To ensure all tamariki, kaiako, other staff, parents and any whānau are kept safe from harm in a calm environment where they will be cared for in the event that Coastlands Preschool declares themselves in lockdown or we are required to go into lockdown by New Zealand Police or the Ministry of Education.

Reasons for Lockdown:

- Severe weather/storms
- Extreme smoke from fire
- Chemical or hazardous substance spill
- Gas leak/atmospheric hazardous substance
- Dangerous animal/insects
- Potentially dangerous intruder/unwanted or uninvited visitor
- Potentially violent/dangerous person nearby
- Unidentified external substance
- The code, if needed, to let other kaiako know that a lock down is about to take place is “Can you get the ice cream out of the freezer please.”
- A lockdown would be used anytime a threat is present that requires the tamariki and any other persons at the service to be contained and protected inside or in a safe location away from the service.
- Lockdown means that all windows and external doors and gates are closed and locked once all tamariki and other persons have moved their designated safe space/position.
- A safe space needs to have no visible access from outside, have enough room for tamariki to engage in quiet activities, access to appropriate heating or cooling and preferably still have access to toilet facilities or a covered portable toilet with some privacy where possible.
- The person responsible or other designated person must be nominated to manage the lockdown procedure.
- Communication channels will be through Storypark and text to update families and be informed of the situation.
- As the lockdown may go on for several hours, access to (or taking with you) the Civil Defence Kit, especially first aid kit, water and food is vital.
- Device chargers, nappies, wipes, bottles, medication and bedding should be easily accessible also.
- Depending on the location of the threat, tamariki may need to be taken to a safe place outside of the building. Ensure all kaiako and other staff know of potential safe places to hide.
- The Manager / Service Provider is to ensure Lockdown/ Reverse Evacuation drills are to occur termly and a record made and filed.

Lockdown Procedure for when children need to be out of sight for the Tui Room:

- For internal lockdown sound the alarm (shout LOCKDOWN, avoid using the fire alarm) and quickly and calmly remove tamariki and all other people from the outdoor play spaces/ hallways and toilets and bring them to the designated lockdown space - staffroom
- A kaiako who has been **outside** will lock the external gates before moving inside and locking the sliding doors then getting one evacuation bag and taking it into the staffroom. She/he will secure centre phone.
- Admin staff to hang flag (in reception area) on front door
- If no admin staff on site, kaiako closest to the reception area to hang flag
- Other kaiako to gather children and move them to the staffroom, including checking the sleep rooms
- Team Leader to get second evacuation bag before sweeping building to ensure all kaiako and tamariki are in the staffroom.
- Upon gathering in the staffroom a kaiako will instruct tamariki to sit down and play a quiet game.
- A kaiako to take the roll using the tablet
- Procedure of contacting parents will begin

Lockdown Procedure for when children need to be out of sight for Kiwi Room:

- For internal lockdown sound the alarm (shout LOCKDOWN, avoid using the fire alarm) and quickly and calmly remove tamariki and all other people from the outdoor play spaces/ hallways and toilets and bring them to the designated lockdown space - kitchen (outside children) and staff toilet (inside children)
- A kaiako who has been **outside** will lock the external gate before moving into the kitchen, closing and locking the external door, taking one evacuation bag from the resource room. Upon gathering in the kitchen she/he will bolt the half door behind her/him and instruct tamariki to sit down and play a quiet game. She/he will secure centre phone.
- The kaiako in Room 1 (reception room), will immediately go to the front door and place the flag (hanging in the office), in the holder then close and lock the front gate and door. She/he will then close and lock the door in Room 1 as she/he directs tamariki in this area through to kaiako in Room 2, taking the tablet with her/him. While tamariki are clearing room one the kaiako will close blinds and windows in both rooms. Children will be taken into the toilet area after the kaiako has the 2nd evacuation bag in her/his possession. Once tamariki are seated in the toilet area the lunchbox table will be pulled across the doorway.
- Kaiako to gather getaway bags
- Team leader will establish that both areas and all tamariki are secure and will sweep the building. If there are tamariki in the sleep room she/he will ferry them to kaiako in either area.
- Team leader to take the roll using the tablet.
- When finished she/he will join which ever group is the biggest and start the procedure of informing those required to know, ie; police, parents, emergency services.

Lockdown Procedure for when children need to be out of sight for Pukeko Room

- For internal lockdown sound the alarm (shout LOCKDOWN, avoid using the fire alarm) and quickly and calmly remove tamariki and all other people from the outdoor play spaces/ hallways and toilets and bring them to the designated lockdown space - art room
- There are three main areas: outdoors, room one and room two
- Kaiako to gather getaway bags
- All tamariki and kaiako from these areas are to meet in the art room.
- Last outside kaiako is to lock the outside gates and doors as she/he enters the building and check that all windows are closed.
- Tablet is to be taken into the art room.
- Team leader will close the office blind, locking the office door and bring emergency bags into the art area.
- Door to be closed between the office and art area.
- Sheets located above cupboards in office and in resource room
- Sheet to be placed over the doorway into room 1 and over door leading into the office.
- Roll will be called by the team leader
- Procedure of contacting parents will begin.

Lockdown Procedure for when children are unable to be outside e.g. due to smoke:

- Kaiako who notices the reason for the lockdown to inform other kaiako
- Kaiako to move children inside
- All doors and windows to be closed
- Children are able to play as normal inside

Whole Centre Procedure

- Inform (in person or via phone) other rooms of situation
- Ensure everyone remains low to the ground and away from any windows.
- Ensure everyone remains as quiet as possible.
- Once lockdown has been determined, no one is to enter or exit the premises until the all clear has been given by the centre manager or team leader.

- No one is to answer the door under any circumstances until the all clear is given by the centre manager or team leader.
- Once everyone is safely in the designated safe spaces, if Coastlands Preschool has declared lockdown, police must be informed of the situation - Call 111
- Identify yourself and service name, including address
- Details of situation
- Details of any casualties
- Description of weapons, number of shots etc
- Description and location and identity of offender if known
- Identify the 'target' of aggression if known
- Everyone must remain in the safe location until the ALL CLEAR is given.
- Once police arrive, liaise with them to secure scene.

Following the Incident

- The aftermath of a lockdown situation will require careful management as even in the 'best case' scenario of no one being injured there may be traumatised staff and tamariki, concerned parents, disruption to service name and media interest.
- The Trauma Incident Teams will provide support.
- Manager or SPC to liaise with the media if necessary. Employees are not to communicate with media or any social media
- Manager and/or SPC will decide whether to temporarily close, or continue operating. (The Trauma Incident Teams will provide guidance on suitable responses)
- Teachers, parents/caregivers are encouraged to talk away from tamariki so as not to project their fear, worry etc onto tamariki.
- Ensure the continued monitoring of the wellbeing of all tamariki, their families and kaiako, providing appropriate support.
- All kaiako and other staff offered leave, counselling and support.
- For further information on helping tamariki through trauma:

Victim Support Services - 0800 842 846

www.education.govt.nz/school/student-support/emergencies

Regulations Requirements That Guide This Policy:

Reg. 45 & 46 ECE 2008

Licensing Criteria That Guide This Policy:

HS4, HS5, HS7, HS8, HS27

Date May 2020

Review Date April 2023

Food and Nutrition Policy

Rationale:

Coastlands Preschool acknowledges the importance of good food hygiene and takes steps to ensure all risks associated with this is minimised.

Te Whāriki 2017

Well-being – Goal 1: Children experience an environment where their health is promoted.

Procedure

- Tamariki sit down to eat, either at tables or on the deck.
- Kaiako sit with the tamariki while they are eating
- Infants under the age of six (6) months and other children unable to drink independently are held semi-upright while being fed
- Parents are encouraged to send healthy options in their child's lunchbox.
- Treat foods such as chips and twisties etc are discouraged
- Two-minute noodles, fruit strings and other fruit chews are not allowed at the centre
- Water and milk (for those needing a bottle) are the only drinks allowed
- Kaiako will heat up, in the microwave, any food that needs to be warmed. Food will not be reheated.
- Parents need to send enough food for the time their child is at the centre. If required, staff will request that more food is provided.
- In the case of a child running out of food, bread and spreads are kept on the premises to make sandwiches.
- Children will be discouraged from sucking on food pouches - spoons are provided
- Food allergies, intolerances and special dietary requirements will be a shared responsibility of the child's parents and the centre. Medical advice should be sought before eliminating food from a child's diet.
- All staff members will be made aware of individual tamariki's food allergies, intolerances, and special dietary requirements. A visual guide and list of allergies, intolerances and special dietary requirements will be kept in the kitchen, or in the office for reference. If a child is at risk of an anaphylactic reaction to food, a management plan will be in place to ensure all team members know emergency protocols.
- In the case of a child having a severe allergy, staff will work with parents to develop a plan to manage the allergy. This may require parents of all tamariki in the centre being made aware that there is an allergy in the centre.
- Te Whāriki/Early Childhood Curriculum guides food and nutrition education by developing, in the context of self-help and self-care, tamariki's knowledge about keeping healthy.
- Only water which is safe for food preparation, cleaning and washing hands will be used in the centre. If Coastlands Preschool is advised our water supply is unsafe we will:
 - not use it, or
 - boil it for at least 1 minute before use, or
 - use another supply of water which we are sure is safe (e.g. bottled water)
- Filtered water is always available to tamariki which can be accessed independently by the tamariki in the Pukeko Room. Children are discouraged from sharing cups and bottles. Fizzy drinks and juice are not allowed at the centre.
- Breastfeeding is encouraged and supported by the centre. A comfortable nursing chair is provided for mothers to feed at the centre.
- Named and dated expressed milk can be stored safely in the refrigerator or freezer and heated when required. Breast milk will be heated with warm water.
- Clearly named infant formulas are provided by the parents, either in a tin or in a container with clear instructions for preparing the formula. The opening date will be written on the lid and unused formula will be returned to parents/caregivers after four (4) weeks
- Infant formula will be made just before use

- Food celebrations will be considered positive and social events. Parents are encouraged to bring in alternatives to cake for birthday celebrations.
- Any food served to the children that is not provided by their parent/caregiver will be recorded and retained for three (3) months
- Adults encourage tamariki by role modeling healthy eating when they share mealtimes together.
- If food is refused encouragement is offered, if food is still refused, it is offered later when they are hungry. Children are empowered by having control over their food intake, by allowing self-choice (when practical).
- Mealtime rituals will be a pleasurable and unhurried time together.
- Staff will respect nutritional requirements in relation to religious and cultural beliefs.

Knowing what is in our food

- The shapes and textures of some foods means they're more likely to cause choking. The kinds of foods more commonly associated with choking incidents are described below, along with ways of reducing the risks. Coastlands Preschool will provide information to parents to inform them of the risks associated with these foods in order to allow parents to make informed choices when providing food for their child.
- If a kaiako feels uncomfortable providing your child with an item of food you send in they will discuss this with you
- In the event of a shared kai, Coastlands Preschool will ensure all food meets the following guidelines.

Type of Food	To reduce the risk of choking
<p><u>Small hard foods</u> These are foods which are difficult for children to bite through and break down enough to swallow safely – pieces can become stuck in children’s airways. Examples of these are:</p> <ul style="list-style-type: none"> • nuts • large seeds (eg, pumpkin and sunflower seeds) • hard dried fruit • pieces of raw carrot, celery or apple • foods that break into hard sharp pieces (eg, crisps, corn chips, rice crackers, chippies) • unpopped popcorn husks 	<ul style="list-style-type: none"> • avoid giving whole nuts, large seeds or hard dried fruit to children under the age of five • use thinly spread smooth peanut butter instead of whole or chopped nuts • carrot, apple and celery can either be cooked until soft or finely grated
<p><u>Small round or oval foods</u> Foods like this can lodge in children’s airways. Examples are:</p> <ul style="list-style-type: none"> • grapes berries and cherry tomatoes • raisins and sultanas • fruit with stones and large seeds or pips (eg, watermelon, small stone fruits) • peas • lollies/sweets/marshmallows 	<ul style="list-style-type: none"> • grapes, berries and cherry tomatoes can be quartered or chopped to 8x8 mm or smaller • soak raisins and sultanas to soften, and cut in half if large • remove stones from fruits • peas can be squashed with a fork <p>Young children don’t have the ability to chew small round hard, chewy or sticky lollies/sweets. These shouldn’t be given to children under the age of three</p>
<p><u>Foods with skins or leaves</u></p>	<ul style="list-style-type: none"> • remove or peel skins before serving • slice thinly

<p>Food skins are difficult to chew and can completely seal children's airways. Examples are:</p> <ul style="list-style-type: none"> ● chicken, sausages, saveloys, cheerios, frankfurters, fish, chicken nibbles etc ● stone fruits (eg, plums, peaches, nectarines) ● raw pineapple ● apples and pears ● tomatoes ● lettuce and other raw salad leaves ● spinach and cabbage 	<ul style="list-style-type: none"> ● chop up (to at least as small as the child's small fingernail) and add to mashed food ● remove stones from fruit ● finely chop salad leaves ● remove bones and peel and chop ● grate or cook to make soft ● raw or cooked vegetables and fruit can be cut into sticks - 4-6cm long for four to six year olds ● cook spinach and cabbage until soft and chop finely
<p><u>Compressible foods</u> These are foods that can squash into the shape of a child's throat and get stuck there. Examples are:</p> <ul style="list-style-type: none"> ● sausages, saveloys, cheerios, frankfurters, hot dogs, etc ● pieces of cooked meat ● marshmallows ● popcorn ● chewing or bubble gum 	<ul style="list-style-type: none"> ● chop up (to at least as small as the child's small fingernail) and add to mashed food ● as above– remove skins before serving ● cook meat until very tender, chop finely and add to mashed food ● marshmallows and popcorn should not be given to children under three ● don't give chewing or bubble gum
<p><u>Thick pastes</u> Foods like this can form to the shape of a child's airway and stick to its side. Examples are:</p> <ul style="list-style-type: none"> ● chocolate spreads ● peanut butter 	<ul style="list-style-type: none"> ● use thick pastes sparingly and spread evenly onto bread
<p><u>Fibrous or stringy foods</u> The fibres in this sort of food can make it hard for children to break the food up into smaller pieces. Examples are:</p> <ul style="list-style-type: none"> ● celery ● rhubarb ● raw pineapple 	<ul style="list-style-type: none"> ● peel the skin/strong fibres off celery and rhubarb ● slice these foods thinly across the grain of fibres

Links to:

Hygienic Preparation of Bottles Policy
Food Preparation and Storage Policy

Reg 46/HS19

Reg 46/HS21

Reg 46/HS22

Date September 2020

Review Date September 2023

Food Record Template

Room:

Date + Time	Food	Ingredients	Tamariki

Keep for 3 months after the date of last entry

HS19

Food Preparation and Storage

Rationale:

Coastlands Preschool encourages a healthy eating environment and culture in our centres. We consider that healthy food and beverage choices can enhance educational outcomes for our tamariki.

Te Whāriki 2017

Well-being – Goal 1: Children experience an environment where their health is promoted.

Procedure

- Before every kai time, or baking/cooking session, tamariki are supervised while washing and drying their hands
- Staff wash and dry their hands before eating and participating in baking and cooking activities with tamariki
- Tables used for eating and food preparation (e.g. baking) are cleaned thoroughly before and after use with disinfectant. During the day when children are not around, tables are sprayed with Geosil and left to dry. Geosil to be used on tables at least once a day.
- The fridge temperature is maintained at 4C or below (ideally 2-4C).
- Cooked food is not stored in the refrigerator for more than two days. Children's food needs to be dated before being put in the refrigerator and any that has been in the fridge longer than this will be emptied into the compost bin.
- Food will be heated in accordance with below table of temperatures
- Food is not reheated more than once
- Clean food-handling utensils are used at all times
- Re-freezing of food is not carried out.
- Date mark frozen foods
- Food is stored in covered containers, including opened dry goods such as flour
- All foods stored in the fridge/freezer are in covered containers
- Readily perishable foods (such as yoghurts) pre-prepared at home and intended for on-site consumption are stored in the refrigerator prior to consumption (such items must be clearly marked with the child's name and removed from lunch boxes for refrigerator storage on arrival at the centre)
- Any fresh fruit provided by the centre is washed in potable water prior to eating or preparation
- An allergen management plan is in place and staff are aware of it - see Food and Nutrition Policy
- Guidelines are in place that cover the handling and storage of expressed breast milk and powdered or pre-made formula, storage and sterilisation of bottles - see Hygienic Preparation of Bottles Policy

Links to:

Hygienic Preparation of Bottles Policy
Food and Nutrition Policy

Reg 46/HS20

Date February 2022

Review Date February 2025

Hygienic Preparation of Bottles and Bottle Feeding

Rationale:

Coastlands Preschool has systems in place to ensure bottles are prepared in a safe and hygienic manner.

Te Whāriki 2017

Wellbeing Goal 2: Children experience an environment where their health is promoted.

Procedure

- We encourage and support mothers to provide expressed breast milk or to visit the centre to feed their tamariki.
- Infants under the age of six (6) months, and other tamariki unable to drink independently, are held when being fed.
- Any infant milk food given to a child is of a type provided by the child's parents/caregivers.
- Prepared formula and expressed breast milk needs to be kept refrigerated (in the bottom half of the fridge at the back where it is coolest) or frozen. If made-up formula is provided by parents, it should only be kept in the fridge for a maximum of four hours past the time it is made up.
- All bottles must be labelled with the child's full name
- Only milk or water is to be given in bottles – no juice.
- Bottles will only be heated once
- If a child does not drink a bottle made up for them, it will be left at room temperature and thrown away after two (2) hours

Cleaning of feeding equipment

- All items are washed in warm soapy water and given back to parent

Preparation of formula milk

- Formula tins must have the date they are opened written on the tin
- For babies under six (6) months who have formula, bottles must be brought in pre-filled with water.
- For babies six (6) months and over, tap water will be used unless parents bring in bottles pre-filled with water.
- Wash hands as per hand wash procedure
- Ensure surfaces, utensils and equipment are thoroughly clean and sterilised (for tamariki under six months)
- Prepare formula exactly according to manufacturer's instructions. If formula is provided in a way other than the formula tin, instructions need to be given by the parent/caregiver for how to make up the formula
- Formula will be made up fresh for each feed. If a child does not drink a bottle made up for them, it will be thrown away after two (2) hours

Preparation of breast milk

- Wash hands as per hand wash procedure
- Ensure surfaces, utensils and equipment are thoroughly clean and sterilised (for tamariki under six months)
- Always use the oldest milk first
- Thaw milk in the refrigerator or by standing the bottle/pouch in a container of lukewarm water.

Heating bottles

- For babies under six (6) months old, bottles are to be heated either in a bottle warmer or in a container of hot water.
- For babies six (6) months and older, bottles will be heated in a microwave unless a parent/caregiver requests otherwise
- Milk should be warmed to body temperature. If it is too hot or unevenly heated it can cause serious burns to the baby's mouth and throat
- Before feeding, shake the bottle thoroughly so that the milk is at the same temperature throughout the bottle. This is particularly important for bottles that have been microwaved

- Check the milk's temperature by letting a little drop onto the inside of your wrist.

Feeding

- Teachers will sit where their elbows, arms, and back are supported.
- Keep the baby nearly upright and the bottle at the correct angle while you feed them – this helps to prevent ear infections caused by milk flowing into the middle ear.
- Hold the bottle:
 - With enough teat in the baby's mouth to form a tight seal
 - With the teat in the centre of the mouth and over the tongue
 - At an angle so that the milk fills the teat and bottle neck
- Wind/burp the baby regularly to let them bring up any air swallowed during feeding
- Record feeds in the child's notebook and/or the kai checklist

REFERENCE: *Feeding Your Baby Infant Formula* – Ministry of Health

Links to:

Food and Nutrition Policy

Food Preparation and Storage Policy

Reg 46/HS23

Date April 2021

Review Date March 2024

Illness Policy

Rationale:

To ensure that the health and wellbeing of each child is protected. To minimise the risk of spread of infectious diseases in Coastlands Preschool.

Objective:

All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed onto children and likely to have a detrimental effect on them.

Te Whāriki:

Wellbeing Goal 1: Children experience an environment where their health is promoted

Wellbeing Goal 2: Children experience an environment where their emotional wellbeing is nurtured

Wellbeing Goal 3: Children experience an environment where they are kept safe from harm

Procedure:

- Equipment/resources used by children are cleaned once a term using geosil
- Any equipment/resources that has been mouthed will be cleaned after using geosil
- In the case of an infectious illness, such as Hand, Foot and Mouth or Chicken Pox, all equipment and surfaces will be cleaned thoroughly with geosil
- Children should not attend Coastlands Preschool when they are ill and causing concern or:
 - have no interest in activities or play
 - have little energy - want or need to sleep or rest for long periods
 - cry easily, are irritable or in pain
 - constantly want to be held and comforted, are 'clingy'
 - have a fever
 - have diarrhoea or vomiting
- If a child is displaying any of the following symptoms, they need to be kept home from preschool. If a child arrives with symptoms listed a staff member will ask the parent/caregiver/guardian to take their child home
 - **Diarrhoea:** A general guideline is that no child should attend if they have diarrhoea. When diarrhoea is accompanied by any other symptoms such as fever, stomach pains, nausea, vomiting or headache, this indicates a gastrointestinal infection, and the child should stay away until they have been symptom free for **at least 48 hours**
 - **Vomiting in the previous 48 hours**, unless the vomiting was once only and was known to be caused by a non-communicable condition. Repeated vomiting suggests an infection, so the child should be taken to your family Doctor for a diagnosis. If the vomiting has been caused by an infection, or the cause is not known, the child needs to stay away until **at least 48 hours** after the last symptoms. A child who vomits at the Centre should be collected by their parents and taken home
 - Mouth sores associated with an inability of the child to control his or her saliva unless the child's family Doctor, Regional Public Health or the Medical Officer of Health advises that the child is non-infectious
 - Rash with fever or behaviour change, until your family Doctor has determined that the illness is not a communicable disease
 - Respiratory Infections: A child should not attend if they have uncontrolled coughing or sneezing as the result of an infection. This does not include seasonal hay fever. A runny nose related to a respiratory infection that the child has difficulty controlling the spread of nasal secretions and/or has a negative social impact upon the child (Refer to Regional Public Health Green Nose Fact Sheet)
 - Skin Infections: A child should not attend if they have open wounds/sores that cannot be covered either with clothing or bandages to prevent the child from scratching. A child may return providing they have been treated with the appropriate antibiotics, antifungal or antiviral cream for at least 24 hours
 - Conjunctivitis: A child should not return until there is no discharge present
 - Any child requiring antibiotics should remain at home for the first 24 hours
 - For specific diagnoses eg: chicken pox, measles, Hepatitis A, influenza, refer to the Ministry of Health Infectious Disease information and exclusion list (attached)
 - The illness prevents the child from participating comfortably in programme activities

- The illness results in greater care needed than Coastlands Preschool can reasonably provide without compromising the health and safety of the other children
- The child has any of the following conditions: fever (38 degrees Celsius and over), persistent crying, difficulty breathing, persistent coughing, persistent runny nose, or other signs of possible illness.
- Anyone suffering from an infectious or notifiable disease or having head lice, diarrhoea or school sores will be excluded from attending Coastlands Preschool
- Any sores and weeping cuts, spots and scratches are covered at all times in all environments, and encourage children not to scratch or pick at them. If these wounds cannot be covered, the child or staff member should stay at home until they have healed
- If a child falls ill while at preschool, steps will be taken to
 - isolate the child from others on session, assigning an adult to supervise them
 - washing sick or soiled tamariki, wearing gloves to ensure hygiene and infection control
 - return the child to the care of appropriate parent/caregiver/guardian or family member (or emergency contact person) without delay
- In the case of serious illness that seems to call for medical aid all reasonable steps will be taken to seek this, preferably from the family doctor.
- When necessary the centre will take steps to inform centre parents/caregivers/guardians of any infections present in the centre's community without breaching personal privacy
- In the case of diarrhoea and vomiting, a child or staff member cannot return to the centre until 48 hours after their last symptom
- Illness to be recorded in the accident and sickness book. This is to be signed by kaiako and parent
- In the case of a contagious illness such as a tummy bug or head lice, all other parents will be informed via the whiteboard and Storypark/email
- In the case of a notifiable illness, the appropriate agencies, including the Ministry of Education will be informed
- Pamol/Paracetamol is not kept for general use. This medication can only be given if it has been signed for by a parent, and has been prescribed for the child for a specific illness, for a specified period of time and contains the date
- Exclusion is at the Manager's discretion
- Monthly, at team meetings, illnesses will be discussed
- Significant illnesses will be brought to the monthly staff meeting

Immunisation

- A record of the immunisation status of each child will be viewed on enrolment and kept on file
- The Ministry of Health requires all licensed early childhood centres to sight and record every child's immunisation history.
- An immunisation register will be kept, so that in the case of an outbreak, any child who is not immunised must be removed from the centre until the incubation period of the disease is passed and no further cases are reported.
- The immunisation register will be updated on enrolment, at 15 months of age and between 4 and 5 years of age.
- For your own child's well-being, it is helpful that the Preschool is to be informed after each immunisation has been given
- These records are confidential
- Children's immunisation certificates are located in the back of their Well Child Tamariki Ora Health Book. This certificate should be signed off by your health professional.

Wash Down Procedure for Sick or Soiled Children

- Children to be removed from soiled area.
- Staff to wear gloves during clean-up process.
- In Tui Room, shower curtain to be pulled across to prevent splash back in rest of room
- Shub and all affected areas will be washed down with hot soapy water then wiped down with bleach solution.
- Soiled clothing in the Tui Room will be washed in the sluice sink, until water runs clear and added to the dirty nappy bucket to be washed.
- Soiled clothing in the Kiwi and Pukeko Rooms will be double bagged, stored out of tamariki's reach and sent home.
- On completion, all gloves, wipes, towels and face cloths will be double bagged and put into the wheelie bin.
- If more than one staff member is involved in this process, provision for adequate supervision of the remaining tamariki will be organised.
- The incident will be recorded in the sickness / accident book.

Parent/Whanau Responsibilities:

- Ensure Coastlands Preschool has up to date contact details for parent/caregiver and emergency contacts
- Discuss concerns about children's health with kaiako at the centre
- Let kaiako know if you have given medicine to your child during the night or prior to arriving at the centre
- Provide written authority for any medication required while the child is at the centre. Provide name of medicine, dose and time the medication is to be given. Inform staff of any injuries child may have
- Children should be collected within one hour if unwell.
- Allow your child time to recover before returning to the centre
- If you are worried about your child's health please seek advice from your family doctor before bringing your child to the centre
- Provide details of immunisations that your child has had at the time of enrolment and at ages 15 months and 4 years. This is a legal requirement under the Health (Immunisation) Regulations 1995
- It is important to know that children at risk of disease (unimmunised or never had the disease) ** will be required to stay away from the centre when there are cases of a vaccine preventable disease eg measles, mumps. The Public Health Service will work with the centre and advise when these children can return to the centre. During this time you will need to have an alternative arrangement for your child.

** Children are protected by either immunisation or having had the disease.

Record Keeping

All records kept under this policy will be kept for a period of seven (7) years.

Reg 45/PF26

Reg 46/HS30

Reg 46/HS26

Date December 2019

Review Date July 2023

Infectious Diseases Information & Exclusion List

Condition	This disease is spread by	Early Symptoms	Time between exposure and sickness	Exclusion from school, early childhood centre, or work*
Rashes and skin infections				
Chickenpox	Coughing, sneezing and contact with weeping blisters.	Fever and spots with a blister on top of each spot.	10-21 days after being exposed	1 week from appearance of rash, or until all blisters have dried.
Hand, foot and mouth disease	Coughing, sneezing, and poor hand washing.	Fever, flu-like symptoms – rash on soles and palms and in the mouth.	3-5 days	Exclude until blisters have dried. If blisters able to be covered, and child feeling well, they will not need to be excluded.
Head lice (Nits)	Direct contact with an infested person's hair.	Itchy scalp, especially behind ears. Occasionally scalp infections that require treatment may develop.	N/A	None, but ECC/school should be informed. Treatment recommended to kill eggs and lice.
Measles	Coughing and sneezing. Direct contact with an infected person. Highly infectious.	Runny nose and eyes, cough and fever, followed a few days later by a rash.	7-18 days	5 days after the appearance of rash. Non-immune contacts of a case may be excluded.
Ringworm	Contact with infected skin, bedding and clothing.	Flat, ring-shaped rash.	4-6 weeks	None, but skin contact should be avoided.
Rubella (German Measles)	Coughing and sneezing. Also direct contact with an infected person.	Fever, swollen neck glands and a rash on the face, scalp and body.	14-23 days	Until well and for 7 days from appearance of rash.
Scabies	Contact with infected skin, bedding and clothing.	Itchy rash.	4-6 weeks (but if had scabies before it may develop within 1-4 days)	Exclude until the day after appropriate treatment.
School sores (Impetigo)	Direct contact with infected sores.	Blisters on the body which burst and turn into scabby sores.	Variable	Until sores have dried up or 24 hours after antibiotic treatment has started.
Slapped cheek (Human parvovirus infection)	Coughing and sneezing. The virus may be passed from mother to child during pregnancy.	Red cheeks and face-like rash on body.	4-20 days	Unnecessary unless unwell.
Diarrhoea & Vomiting illnesses				
Campylobacter	Undercooked food, contaminated water. Direct spread from an infected person or animal.	Stomach pain, fever, nausea, diarrhoea and/or vomiting.	Campylobacter 1-10 days Cryptosporidium 1-12 days Giardia 3-25 days Salmonella 6-72 hours	Until well and for 48 hours after the last episode of diarrhoea or vomiting. Cryptosporidium – do not use public pool for 2 weeks after symptoms have stopped.
Giardia				Salmonella - Discuss exclusion of cases and contacts with public health service.
Salmonella				
Hepatitis A	Contaminated food or water, direct spread from an infected person.	Nausea, stomach pains, general sickness. Jaundice a few days later.	15-50 days	7 days from the onset of jaundice.

* Seek further advice from a healthcare professional or public health service.

For further information contact:


Your Public Health Nurse

Your Public Health Service

Vaccine-preventable and/or on National Immunisation Schedule


Notifiable disease (Doctors notify the Public Health Service)

Pregnant women should seek advice from their maternity provider or G.P.



health promotion
TE WHAKA HAUORA

New Zealand Government






MINISTRY OF HEALTH
MAORI TE WHAKA HAUORA

Revised March 2016, updated 2018. Code 1421215

Infectious Diseases: Information & exclusion list

Condition	This disease is spread by	Early Symptoms	Time between exposure and sickness	Exclusion from school, early childhood centre, or work*
Diarrhoea & Vomiting illnesses continued				
Norovirus	Contact with secretions from infected people.	Nausea, diarrhoea/and or vomiting.	1-2 days	Until well and for 48 hours after the last episode of diarrhoea or vomiting.
Rotavirus	Direct spread from infected person.	Nausea, diarrhoea/and or vomiting.	1-2 days	Until well and for 48 hours after the last episode of diarrhoea or vomiting.
Shigella	Contaminated food or water, contact with an infected person.	Diarrhoea (may be bloody), fever, stomach pain.	12 hours-1 week	Discuss exclusion of cases and their contacts with public health service.
VTEC/STEC (Enterohemorrhagic or shiga toxin-producing E. coli)	Contaminated food or water, unpasteurised milk. Direct contact with animals or infected person.	High incidence of bloody diarrhoea, stomach pain. High rate of hospitalisation and complications.	2-10 days	Discuss exclusion of cases and their contacts with public health service.
Respiratory Infections				
Influenza and Influenza-like illness (ILI)	Coughing and sneezing. Direct contact with infected person.	Sudden onset of fever with cough, sore throat, muscular aches and a headache.	1-4 days (average about 2 days)	Until well.
Streptococcal sore throat	Contact with secretions of a sore throat. (Coughing, sneezing etc.)	Headache, vomiting, sore throat. An untreated sore throat could lead to Rheumatic fever.	1-3 days	Exclude until well and/or has received antibiotic treatment for at least 24 hours.
Whooping cough (Pertussis)	Coughing. Adults and older children can pass on the infection to babies.	Runny nose, persistent cough followed by "whoop", vomiting or breathlessness.	5-21 days	Five days from commencing antibiotic treatment or, if no antibiotic treatment then 21 days from onset of illness or until no more coughing, whichever comes first.
Other Infections				
Conjunctivitis (Pink eye)	Direct contact with discharge from the eyes or with items contaminated by the discharge.	Irritation and redness of eye. Sometimes there is a discharge.	2-10 days (usually 3-4 days)	While there is discharge from the eyes.
Meningococcal Meningitis	Close contact with oral secretions. (Coughing, sneezing, etc.)	Generally unwell, fever, headache, vomiting, sometimes a rash. Urgent treatment is required.	3-7 days	Until well enough to return.
Meningitis - Viral	Spread through different routes including coughing, sneezing, faecal-oral route.	Generally unwell, fever, headache, vomiting.	Variable	Until well.
Mumps	Coughing, sneezing and infected saliva.	Pain in jaw, then swelling in front of ear and fever.	12-25 days	Exclude until 5 days after facial swelling develops, or until well.

* Seek further advice from a healthcare professional or public health service

 Vaccine-preventable and/or on National Immunisation Schedule
 Notifiable disease (Doctors notify the Public Health Service)
 Pregnant women should seek advice from their maternity provider or G.P.

For further information contact:

Your Public Health Nurse

Your Public Health Service



Revised March 2016. 09/2018. Code HE1215

In the event of a Missing Child Policy

Rationale

All kaiako strive to provide, for the welfare of the tamariki, a safe, healthy and stimulating environment. Kaiako must also take steps to ensure their own safety at work. All tamariki are accounted for at all times.

Objective

Children will be provided with a safe environment where they are kept safe from harm and their health is promoted.

Procedures in case of a missing child:

Roll calls are taken on a regular basis during the day.

If a child is unaccounted for, the following will take place.

- The centre will be fully searched for the child
- The school will be notified and searched
- Parent will be phoned
- Centre to all move inside and go into a lockdown phase
- The police will be notified, no longer than 15 minutes after the child has gone missing.
- An incident report will be carried out and Ministry of Education notified

Date 10th February 2016

Review Date August 2022

Laundry Procedure

Rationale: To ensure that laundry is laundered hygienically and regularly to maintain high hygiene standards.

Te Whāriki:

Wellbeing Goal 1: Children experience an environment where their health is promoted.

Procedure:

- There are separate laundry rooms/areas in each section of Coastlands Preschool
- The door to Tui Room laundry is to remain closed when not in use
- Tikanga practices will be respected with the following items being washed separately:
 - Bedding - sheets and blankets
 - Nappies, liners, and wipes used for nappy changing and soiled laundry
 - Kitchen/kai cloths and tea towels
 - General washing and fabric resources- towels, cloths for cleaning play surfaces, dress ups etc.
- All linen, blankets, towels, hand towels, pillow slips, aprons, dress-up clothes and hats are to be washed on a regular basis, dried and hygienically stored.
- All bedding will be washed weekly.
- Items will be laundered in a washing machine, as per the detergent suppliers' instructions
- All laundry will be dried by the clothes drier or other hygienic method, folded, and returned to storage areas as appropriate.
- Soiled bedding and clothing in the Tui Room are rinsed in sluice sink prior to being laundered
- Soiled items and cloth nappies will be washed in a separate washing machine from all other washing at a minimum temperature of 60 degrees celsius.
- Washing machines and dryers will remain closed at all times.
- Washing powder/detergents will be stored in a safe area out of the tamariki reach at all times.
- Washing machine and dryer in Kiwi Room will be switched off at the wall after use.
- Nappy Laundering
 - Wet nappies are to be pulled apart before being placed in the washing machine
 - Soiled cloth nappies, liners and wipes will be rinsed in the sluice before being soaked in a bucket containing water and detergent
 - Nappies to be washed in no less than 60 degrees using a full strength detergent and an antibacterial and antifungal laundry rinse
 - Nappies to be dried on the outdoor clothesline (preferable) or in the drier on a low setting
 - Dry nappies to be made up and stored in the cupboards in the change area, ready for use
 - Nappies that need replacing will be notified to management as needed
- Once a week the nappy washing machine will be run, empty, with an antibacterial and antifungal laundry rinse.
- Once a month the general machine will be run, empty, with an antibacterial and antifungal laundry rinse.

HS2

Date: May 2020

Review Date: May 2023

Medication Policy

Rationale:

To keep a record of to whom and what medicine is administered. To ensure the health and wellbeing of each child is protected.

Purpose:

To ensure tamariki only have authorised and appropriate medicine in correct dosage/frequency.

Te Whāriki:

Wellbeing Goal 1: Children experience an environment where their health is promoted.

Wellbeing Goal 3: Children experience an environment where they are kept safe from harm

Categories of medicine

Category (i) medicines

Definition - a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray etc) that is:

- not ingested;
- used for the 'first aid' treatment of minor injuries; and
- provided by the service and kept in the first aid cabinet.

Authority required - a written authority from a parent given at enrolment to the use of specific preparations on their child for the period that they are enrolled. The service must provide (at enrolment, or whenever there is a change) specific information to parents about the Category (i) preparations that will be used.

Category (ii) medicines

Definition - a prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as cough syrup etc) medicine that is:

- used for a specific period of time to treat a specific condition or symptom; and
- provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.

Authority required - a written authority from a parent given at the beginning of each day the medicine is administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

Category (iii) medicines

Definition - a prescription (such as asthma inhalers, epilepsy medication etc) or non-prescription (such as antihistamine syrup, lanolin cream etc) medicine that is:

- used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema etc); and
- provided by a parent for the use of that child only.

Authority required - a written authority from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) the medicine should be given.

Procedures:

- Medicine provided by parents must be handed to a trained staff member
- All medicines are kept in a place inaccessible to tamariki - ideally in the first aid cabinet or in the fridge if required
- Coastlands Preschool provides the following Category 1 preparations: Naturo Pharm Arnica cream, Stingose spray and Betadine Antiseptic Topical Solution. These are applied topically, if required, if consent is given on enrolment.
- Staff will take note of expiration dates of Category 1 preparations, and ensure they are not applying preparations that have passed their used by date
- Medicine will **not** be administered at Coastlands Preschool unless it is
 - given by a doctor or ambulance officer in an emergency or
 - given by a parent/caregiver

- given with the **written** authority (appropriate to the category of medicine) of an appropriate parent/caregiver/guardian
- Medicines will be administered by a qualified staff member (with the exceptions being teething remedies and nappy creams)
- Teething remedies (with the exception of Bonjela) and nappy creams will be treated as Category 3 medications.
- Permission to use Category 1 medicines is sought on enrolment. These medicines will only be used on children whose parents/guardians have given permission for the centre to do so
- On request of a parent for the staff to administer a Category 2 medicine, a qualified staff member will ensure that the following is recorded in the medicine booklet:
 - Date
 - Name of child
 - Name of medicine
 - Method and dose of medicine (instructions on medicine override instructions given by parents if they do not match)
 - When (time or specific symptoms/circumstances) medicine is to be given
- For Category 2 medications, the parent/guardian needs to sign the medicine book at the time of delivering the above information
- For Category 1 and 2 medications, parents/caregivers must sign daily to acknowledge the administration of the medication
- If a child requires a Category 3 medication as part of an individual health plan, for example an on-going condition such as asthma or eczema, teething or nappy rash, and is provided by a parent/caregiver for the use of that child only, a separate medical plan will be kept outlining:
 - Name of medicine
 - Method and dose of medicine (instructions on medicine override instructions given by parents if they do not match)
 - When (time or specific symptoms/circumstances) medicine is to be given
 - Details of training given to staff
 - Signatures of all staff who have received the training and are able to administer the medication
- Long term health plans will be filed with the child's enrolment on Discover when no longer required
- For Category 3 medications, parents/caregivers must sign weekly (most medications) or every three months (teething remedies and nappy creams) to acknowledge the administration of the medication
- Long term health plans will be reviewed every three (3) months or whenever there is a change
- A record of all medication given to children attending the service will be kept. Records will either be in the medicine book (Category 1 and 2) or on the child's individual health plan (Category 3). Records include:
 - Name and amount of medication given
 - date and time medicine was administered
 - Who administered the medication (name and signature)
 - Evidence of parental acknowledgement (frequency depends on category of medication)
- Prescription medicine must have the child's name and dosage printed on the bottle
- Before a medication is administered two staff members will check that the right dose of the right medicine is given to the right child at the right time/for the right symptoms/circumstances. Both staff members will sign/initial medicine booklet/long term health plan. The exception to this is teething remedies and nappy creams.
- No child shall be given medicine unless there is a record entered in the book/register, which specifies all details, and it has been clearly authorised by the parent.
- The qualified staff member will ensure that medicines that are past their 'expiry date' and for those tamariki who have or about to leave are returned to the parent (or if not possible, safely disposed of: ie, given to a chemist). In the case of Category 1 medicines, they will be disposed of appropriately.
- Records of medications administered will be kept for two years

HS28

Date May 2022

Review Date October 2023

Pandemic Plan

Rational:

There is the possibility that New Zealand could face a pandemic at any time with little or no warning. In the event of a pandemic we will, at all times, follow the advice of the Ministry of Health and Ministry of Education. When there are multiple cases in a region, or widespread cases across New Zealand, movement of people could be restricted. Preschools and schools may be closed and public gatherings cancelled.

Purpose:

During a pandemic additional measures need to be undertaken to minimise the transmission of the virus through environmental sources, particularly hard surfaces (e.g. sinks, handles, railings, table and bench tops, and other physical objects). Transmission from contaminated surfaces is unlikely but viruses may live up to three days on such surfaces.

Note: this is to be used in conjunction with the Pandemic Planning procedure in the centre's Emergency Management Plan.

Te Whāriki:

Wellbeing Goal 1: Children and adults experience an environment where their health is promoted

Wellbeing Goal 3: Children and adults experience an environment where they are kept safe from harm

Procedures:

Contact with Families and Staff

- Regular contact will be kept with staff and families at all stages of a pandemic
- Information will be passed on as it is received from authorities

Cleaning

Influenza viruses are inactivated by alcohol and chlorine. Cleaning of surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched by hands should be cleaned throughout the day.

During Level 2, the following tasks should be completed as specified beside each task.

During Level 3 cleaning should be carried out every two (2) hours for everything that is touched throughout the day and as for Level 2 for those that aren't used throughout the day.

All cloths to go into the wash as soon as used.

- Door Handles/gate latches (4x daily, minimum)
 - Spray with Geosil - DO NOT WIPE OFF
- Tap handles (4 x daily, minimum)
 - Wipe with warm, soapy water and then spray with geosil - DO NOT WIPE OFF
- Tables and benchtops (3 x daily, minimum - before and after every meal)
 - Clean with warm, soapy water and then spray with Geosil - DO NOT WIPE OFF
- Reception counters (1x daily, minimum)
 - Sprayed with Geosil - DO NOT WIPE OFF
- Tablets/Keyboards and computer mice/Photocopier/Telephones (as often as possible and between users)
 - Spray a small amount of sanitiser into a cloth and wipe down. Computer equipment, photocopier, telephones to be cleaned between users
- Alarm keypads (after use)
 - Spray a small amount of sanitiser onto a cloth and wipe down
- Light switches (2x daily, minimum)
 - Wipe with a cloth and then spray with geosil - DO NOT WIPE OFF
- Changing facilities - as per usual (between children)
 - Wipe down then spray with Geosil - DO NOT WIPE OFF
- Washbasins/Toilet Bowls (4x daily, minimum)
 - Wipe down then spray with Geosil - DO NOT WIPE OFF
- Sleep surfaces (after use)
 - Wipe down then spray with Geosil - DO NOT WIPE OFF
- Dishwashers to be used if possible, rather than hand washing dishes

- Cloths that were used for cleaning to be washed with bleach and dried
- Usual cleaning to be carried out at the end of each day by contracted cleaning company

Other Precautions

Level Two

- Restrictions may be put into place in regards to the number of parents that can be in the centre at one time
- Everyone to sanitise hands on arrival to the centre
- Staff to wash their hands on arrival at the centre and before they leave
- Encourage frequent handwashing (and drying) for 20 seconds, including after eating and after nappy changes. Children who are too young to do so themselves, need this done for them.
- Encourage coughing and sneezing into elbows
- Keep drink bottles out of reach in rooms where children may get the wrong bottle by mistake
- Space children out when eating, if possible. Children may need to eat in groups if required.
- Clean up food and drink spills as soon as possible
- If in summer months, hands need to be washed between applying sunscreen to each child. Encourage children to put their own sunscreen on if possible (supervised).
- Limit number of staff in small rooms - three in staffroom and two in manager's office. If possible, one in reception areas and kitchen areas
- Ventilate all inside areas as much as possible and keep rooms warm
- Redirect children who are participating in close contact activity
- Equipment that is not easily cleaned to be stored away
- Dress ups and other fabric items to be washed regularly
- Equipment for play to be cleaned after use
- Anything that is mouthed by a child is to be removed from play and cleaned and dried before being used again
- Remove magazines from staffroom
- Wash hands before folding washing and unpacking the dishwasher
- Teachers to avoid unnecessary close contact with children, staff, parents etc.
- Keep close contact to under 15 minutes
- All visitors, including settling visits, must be booked in

Level Three (All Level Two precautions as well as):

- Remove gloves carefully so as not to spread anything - take the first one off with gloved hand. Take the second off from the inside. Ball together and place in bin.
- Wash hands after accessing children's belongings
- A minimum room temperature of 18 degrees must be maintained at all times during operating hours
- Limit play items that are harder to clean/may easily spread the virus - e.g. those with porous surfaces like dress ups
- Sensory and modelling resources such as playdough and finger paint can be provided in individual portions and discarded after use
- Equipment for play to be cleaned after use
- Lunchboxes and drink bottles to be cleaned before being added to the shelf. Hands to be washed after this.
- Disposables nappies and wipes to be provided for use in the Tui Room
- Staff not to sign for deliveries - ask courier driver to sign on your behalf
- Redirect children that are in close contact
- Only one family in the centre at a time
- No school aged children to enter the centre
- Parents to remain in car and let centre know they are there before being asked to come in
- Ideally same family member to drop off and pick up child
- Handovers to happen at the reception area for over twos, if possible
- Parents that need to enter the centre to limit the time inside and stay at least 1m away from staff
- A record of all visitors, including parents who enter the premises, to be kept via tablet
- Children are not to attend if they, or another member of their bubble is sick
- Noone that has flu-like symptoms is allowed to enter the premises
- Furniture or items intended for children to sleep on (such as cots, beds, stretchers or mattresses) should be spaced at least one (1) metre apart when in use
- Stretchers, mattresses and cot rails to be cleaned with Geosil after use
- Staff are expected to stay within their work bubbles and practice social distancing while in these bubbles
- Breaks are to be staggered. Staff to wash hands before entering break room and again before returning to work

- Swings where children hold the rope not to be used. Barrel swing, with one child at a time, is okay to use
- No settling visits will be happen for newly enrolled children - these children will start at a lower alert level
- No public visitors to the centre
- Staff are expected to maintain their personal bubbles outside of work hours
- Families with children attending over Level Three agree to maintain their personal bubbles

Date August 2021

Review Date August 2023

Pets Policy

Rationale:

Some tamariki are not able to have animals as part of their home lives. At Coastlands Preschool, we believe learning to care for animals allows tamariki are able to develop respect and a sense of responsibility. The well-being of any animals in the care of Coastlands Preschool is of paramount importance to their inclusion in our programme.

Te Whāriki:

Exploration - Goal 4: Children experience an environment where they develop working theories for making sense of the natural, social, physical, and material worlds.

Procedures:

- Food and water supply for all animals is checked daily.
- Children are encouraged to take part in this caring routine.
- Teachers role-model responsibility and care of the pets. This helps tamariki to learn the skills of caring for the animals, themselves and others.
- Teachers are responsible for the cleaning of any animal environments.
- Children experience hands on care and touch as the animals are brought into the centre environment regularly.

Reg 46/HS16

Date September 2019

Review Date June 2021

Poisonous and Hazardous Plants Policy

Rationale:

Coastlands Preschool provides, for the welfare of the tamariki, a safe and stimulating environment. Hazards such as poisonous plants are minimised while still ensuring the natural beauty of the environment is preserved.

Objective:

To provide a safe environment for all tamariki and staff.

Procedures:

- An information booklet identifying poisonous plants is displayed in the office entrance.
- Children will be taught about and parents informed of any poisonous plants within the centre environment (entrance garden).
- Poisonous plants will be removed if found in the centre play area. They shall be placed in the green waste bin.
- The 'Poison and Hazardous Chemicals' number is displayed on the notice board in the office.
- Daily Checks will be made to ensure that there are no new poisonous plants and recorded on the daily hazards checklist.

Date 16th December 2019

Review Date March 2022

Risk Identification and Management System Policy

Rationale

Coastlands Preschool aims to uphold the safety of children and adults by ensuring that a procedure is in place to assess and address hazards in an ongoing way.

Objective

To eliminate, or reduce, risks to ensure Coastlands Preschool is a safe place for all.

Te Whāriki

Wellbeing - Goal 3: Children and adults experience and environment where they are kept safe from harm.

Procedure

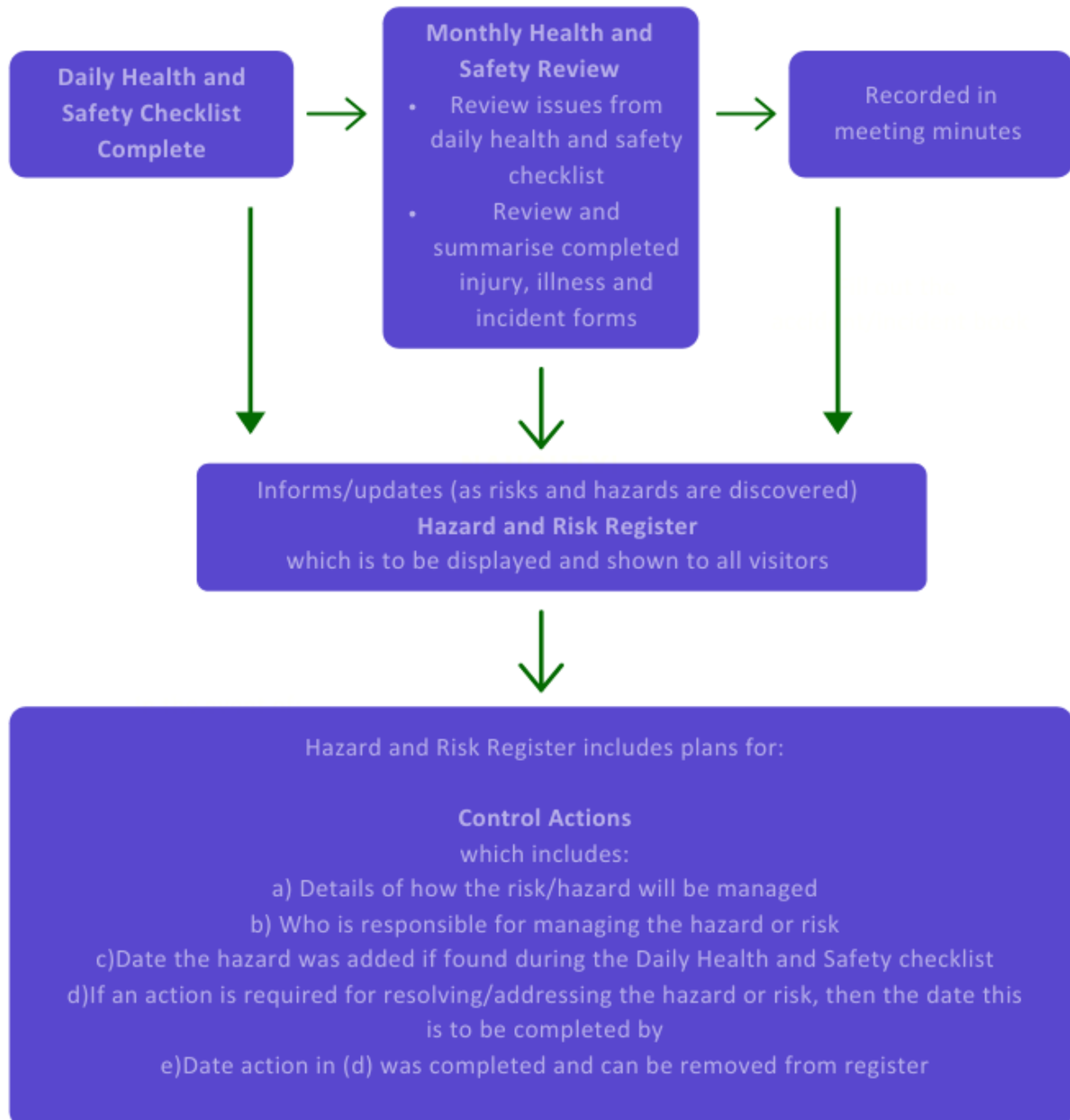
- Each morning a member of staff will complete the health and safety checklist
- Any risks/hazards identified will be eliminated if possible
- Risks/hazards that are unable to be eliminated immediately will be recorded on the hazard register and dealt with appropriately
- New risks/hazards will be discussed at monthly meetings and steps taken to control these
- Details of these discussions will be recorded in meeting minutes
- Hazard register to be displayed at all times
- New staff will be familiarised with the hazard register during induction
- Visitors will be made aware of the hazard register

Health and Safety 12

Date December 2019

Review Date March 2022

Hazard and Risk Procedure Flow Chart



Sleeping Policy

Rationale:

To enable the tamariki to rest or sleep when required and maintain their well-being.

Purpose:

To ensure that tamariki who need to rest or sleep can do so in an environment that is safe, warm, ventilated and continually monitored by staff either in the room or through the glass windows.

Te Whāriki

Wellbeing - Goal 3: Children and adults experience an environment where their health is promoted

Wellbeing - Goal 3: Children and adults experience an environment where they feel comfortable with the routines, customs and regular events

Procedures:

- When possible, children will sleep in the same cot/bed for each sleep
- Where possible, children's individual sleep routines will be adhered to
- A sleep chart will be used for each sleep room. The chart will clearly display the child's name, time they entered the sleep room, time they slept for and time they left the sleep room
- Children will not have access to food or liquid whilst in their cot/bed
- Heat pumps will be used to keep the temperature between 18 and 22 degrees
- Children will be regularly checked for warmth, breathing and general well-being at five (under two years of age) to ten minute intervals. These times will be recorded and initialled
- All stretchers/cots in the sleep room will be arranged so that staff has clear access to at least one length of the stretcher/cot
- The stretchers and cots will be spaced accordingly to allow sufficient air flow and minimise the risk of spreading illness and allow tamariki to stand or sit safely when they awake
- Furniture and items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are of a size that allows children using them to lie flat, and are of a design to ensure their safety
- Children who are able to sit or stand up are not to be placed in the upper level of multi-level cots, as they could be injured or fall from the cot when attempting to get up
- Once children are too large or mobile for the multi-level cots, they are to be moved either to a single level cot or to a stretcher or a bed
- Where appropriate, tamariki are encouraged to get themselves in and out of their stretcher/cot
- All bedding and stretchers/mattresses/cots will be stored hygienically and washed with appropriate disinfectant at regular periods
- All bedding will be washed weekly
- The temperature of the room will be continually monitored and adjusted as to the season
- All tamariki will sleep in a position to ensure their cultural sensitivity is upheld
- Children's state of dress will be checked prior to sleep to ensure comfort
- A staff member will be present in the sleep room during settling times
- Kiwi room sleep records will be photographed at the end of each day and saved on Drive
- Tui Room sleep records will be scanned and saved on Drive
- Bedding will be washed before being used by another child
- All mattresses will either have a non-porous mattress protector on them or will be made of a non-porous covering

Date May 2020

Review Date April 2023

HS9, 10, 11

PF29, 30, 31, 33, 34, 37,

Sunsmart Policy

Rationale:

To ensure that tamariki and adults are protected from the harmful rays of the sun.

Purpose:

Minimise the risk of sunburn for tamariki and adults attending Coastlands Preschool.

Procedures:

1. Coastlands Preschool will provide as many shaded areas as possible, using natural shade (trees) and temporary coverings (shade cloths) and permanent coverings (roofing over veranda and/or deck).
2. During term four and term one, all tamariki and adults will wear protective hats and sun block when outside. Staff will role model all sunsmart behaviour.
3. Wide brimmed or legionnaire type hats offer better sun protection and are encouraged.
4. Coastlands Preschool will provide and use SPF30+ broad spectrum sunscreen for use during operating hours. Parents/guardians are responsible for supplying their own sun screen if they wish.
5. Parents/whanau are asked to apply sunscreen to their child prior to coming to the centre or use the centre's on arrival at the centre. The sunscreen checklist must be ticked to inform us that it has been applied.
6. Sunscreen applied as per instructions on packaging
7. Application of sunscreen is recorded on checklist with time and initials of staff member applying it
8. Parents are expected to dress their tamariki appropriately i.e. shoulders covered.
9. All staff, tamariki and parents/caregivers will be informed of the sunsmart policy and its intended practices.
10. Sunsmart education programmes are included in our daily programme.
11. This policy will be regularly reviewed, including improvements and suggestions.
12. NO HATS, NO OUTDOOR PLAY.

Date April 2021

Review Date April 2024

Toileting and Nappy Changing Policy

Rationale:

To ensure the toileting and nappy changing needs of all tamariki are attended to.

Objective:

To promote tamariki's health requirements in a safe, respectful and dignified manner and environment .

Procedures:

- A Toilet Readiness handout is available to parents
- All nappies are to be changed in the toilets/nappy changing room at all times.
- As much as possible, tamariki will be encouraged to be active participants in their nappy change
- Children will be supported in washing their hands after each nappy change.
- Student kaiako and regular relievers will be permitted to change nappies under the guidance of a permanent kaiako as long as the child feels comfortable with the new adult.
- Children will be asked permission before having their nappy checked in a respectful way throughout the day, and changed as needed (eg. has a wet or soiled nappy, before a sleep), going no more than three (3) hours between changes.
- Nappies must be changed after a sleep and before going home.
- Disposable gloves will be used when changing soiled nappies/clothing at all times. Gloves must be taken off before leaving the toilet area. Gloves must be disposed of after changing the child.
- Change mat will be disinfected, with Geosil, between nappy changes to prevent the spread of infectious diseases.
- Staff to wash and dry their hands thoroughly between nappy changes.
- Children to be taken to the toilet before and after their sleep.
- The nappy changing routine will be displayed, and be followed at all times.
- Children who are in nappies and are showing an interest in toilet training are to be encouraged to sit on the toilet at each toileting round.
- Nappy changing and toileting charts will be visible and hung in appropriate places within the vicinity of the room. This will be used for documenting and monitoring every nappy change and toilet event of each individual recorded child for that day.
- Staff will work with families to ensure successful toileting outcomes.
- If a child has a toileting accident this will be dealt with in a positive manner, respecting their mana.
- In the Kiwi and Pukeko Rooms only use the nappies provided for the child. If the child runs out of nappies, use a centre nappy and add a note to tablet asking for more nappies. Be aware that some tamariki are allergic to some brands of nappies.
- Soiled nappies are to have solids shaken into the toilet and then be placed into the nappy bin only.
- Soiled clothes will be double bagged and stored for parents to take home.
- In case of diarrhoea, gloves and wipes will be double bagged and put into wheelie bin.
- When a staff member has a child in the nappy change area the door must be left open to allow visibility.
- No child is to be left unattended in the nappy changing area.
- Call for assistance if needed.

Date June 2020

Review Date June 2023

Part Three: Governance and Management

Concerns Resolution Policy

Rationale

To ensure all problems are dealt with fairly and without prejudice.

Objective

To be operating Coastlands Preschool at the highest quality, parents/whānau and staff must be confident that their concerns about the education of tamariki will be listened to and, if substantiated, addressed.

Procedure

If a parent has a complaint they will be encouraged to:

- Approach the kaiako involved.
- If the concern is not resolved OR this step is not appropriate then go to the Manager with your concern. Your concern will be treated with confidence and respect. The Manager will endeavour to resolve the problem/concern and will give feedback to you within 24 hours on the steps taken.
- If the parent is still unhappy or approaching the Manager is not appropriate then they can contact the Directors/Licensee.

If staff have a complaint about a procedure or another staff member:

- Approach the staff member about whom you have concerns and state objectively your problem in terms of its effect on the organization, pupils or yourself.
- If the problem is not resolved or occurs again go to the Manager
- If the problem is still not resolved, approach the Licensee. If your concern, or if the complaint involves the Manager, go to the licensee.
- Your concern will be treated with confidence and respect.
- Initial feedback will be given within 24 hours with further information.
- If unsatisfied with the result, contact the Licensee.

Complaints of a serious nature:

If the complaint is deemed to be serious enough, the Manager will ask you to confirm it in writing.

In any meetings called by the Manager all those concerned may have a support person.

If the matter is not resolved the local Ministry of Education office may be contacted, by either party, on 07 349 7399.

Date August 2019

Review Date August 2022

Reg 47/GMA1 Documentation

Employment Policy

Rationale

At Coastlands Preschool we value our kaiako and choose to employ only the best. They are the most valuable resource the tamariki in our centres have and all staff working with tamariki must strive to provide for the welfare of the tamariki, a safe, healthy and stimulating environment. Our commitment to ensuring we recruit, manage and develop competent staff, allows us to provide a quality service. Consistent robust safety checking helps assess whether people might pose a risk to tamariki

Objective

To provide a safe environment for tamariki and staff to learn and grow. Management and Team Leaders will have a range of skills and knowledge to support them in fulfilling their roles and responsibilities. Management supports growing staff capability by employing staff that fit into the centre philosophy, supporting kaiako to review their own teaching practices and providing a supportive and caring environment which supports bicultural practices and development. Management and team Leaders provide a supportive, caring, open and respectful environment, and actively advocate for, and support bicultural development and associated practices.

Te Whāriki 2017

Wellbeing - Goal 3: Children and adults experience an environment where they are kept safe from harm

Procedure

Recruitment and appointment of staff

- Position to be advertised
- Applicants to apply with a CV detailing past work experience over the last five years
- Manager to sort applications and contact those successful
- Interviews will take place between the Manager, and at least one other person - Team Leaders, Director (if a lead position), Assistant Manager and applicant. The applicant may choose to bring a support person to the interview
- Phone referees, at least two, will be phoned with relevant safety questions
- Second interviews will take place if needed
- Successful applicants will be notified by phone. Unsuccessful applicants will be notified by email
- Before confirming an appointment, referees need to be contacted; qualifications verified; and police vetting checks completed as necessary, as per the Police Check and Safety Check procedure below
- Job descriptions are regularly reviewed, with staff input, and are available to applicants if requested

Support for staff development

- New staff will be given an orientation/induction by Team Leader using new staff guidelines. This is to begin on the first day of employment, and be completed within the first week. Induction to include familiarisation with Emergency Evacuation procedure.
- Coastlands Preschool sees ongoing professional development a priority for staff and centre development and budgets for this appropriately
- All staff undertake professional development annually
- Professional development is aligned with the centre philosophy and strategic plan
- Professional development is closely aligned to individual appraisal goals

Improving staff performance

- Kaiako inquiry is set annually between the Teacher, Team Leader or Manager and with the centre's Philosophy and children's learning outcomes in mind. The inquiry is to be specific and measurable and progress towards achieving this is monitored through observations, conversations and ongoing feedback.
- Management guide kaiako in professional development that supports their inquiry- by role modelling and facilitating professional discussions that include:
 - reflection on teaching practice
 - setting goals around improving practice
 - recording outcomes
- Management and Team Leaders document support given during one to one meetings and observations
- Appraisal practices are completed annually. These are linked to professional development and include provision for ongoing coaching or mentoring.

- Appraisals are aligned to the Teaching Council's Professional Standards and expectations are made explicit through performance indicators linked to job descriptions.
- Appraisal process includes opportunities for self reflection.

Fitness for Work

Coastlands Preschool is committed to achieving a high standard of fitness for work. We aim to achieve zero workplace incidents and accidents resulting from fitness for work issues of drug and alcohol, fatigue, stress, grief, physical and psychological impairments.

We will achieve these high standards by:

- Carrying out alcohol and drug testing (following an incident/suspicion)
- Assisting employees to find counselling or rehabilitation for their work related health needs
- Provide awareness and/or support for drugs and alcohol, fatigue, stress, grief and physical and physiological impairments

Police vetting and safety checking

- An eight step safety check is completed for all staff:
 - verification of identity (including previous identities).
 - an interview.
 - information about work history (provided on CV or application form)
 - referee information - at least one
 - information from any relevant professional organisation or registration body
 - a New Zealand police vet (non qualified kaiako only)
 - checking of social media accounts to ensure suitable to work with children
 - a risk assessment.
- The potential employee must be met in person before employment commences
- Interview questions to include opportunities for applicants to discuss their own attitudes, beliefs and behaviours.
- Two forms of identification are needed in the form of passport and or drivers license and or birth certificate.
- Referees must not be related to the candidate or part of the candidate's extended family. Confirm with the referee that the information in the candidate's C.V. is correct. Ask the referee at least one question pertaining to if they have any concerns regarding the candidate's suitability to work with tamariki.
- Verified copies of qualifications and kaiako registration will be held on file
- Potential workers who have lived in an overseas country for 12 or more months within the last ten years will be asked to provide a police check for that country, if possible
- Qualified kaiako must provide a copy of their registration certificate. The status of their registration will be checked via the Teaching Council register
- All staff will be rechecked using steps 1, 5, 6 and 7 from above. Unqualified staff will be rechecked when their police vet expires. Qualified staff will be rechecked when their kaiako registration is renewed
- Safety check information will be stored on Discover, which will give reminder to carry out new safety check when required
- Induction process will take place on the first day of employment.

Student Teachers

- Agree with the Initial Teacher Education provider (ITE)/Tertiary Education Organisation (TEO) who the student will be and the length of their work placement, pending a risk assessment.
- A letter or email of introduction from the ITE/TEO which contain:
 - ask that we agree to them acting on our behalf
 - include each individual student's name
 - confirm the safety check has been carried out to the Children's Act (CA) 2014 standard and
 - confirm the student has given consent for the relevant safety checking information to be passed on to your early learning service.
- Student kaiako will have their identification verified by two forms of identity documents
 - an original primary identity document (e.g. passport)
 - a secondary identity document (e.g. driver's licence).

- A risk assessment will be completed

Contractors

- If possible, repairs and maintenance will be carried out outside of normal opening hours
- Any contractors that need to be on the premises during opening hours will not have unsupervised access to children

Reporting to Teaching Council

The Education and Training Act 2020 states that an employer must provide a mandatory report to the Teaching Council in certain circumstances. Failing to file a report is an offence, which carries a fine of up to \$5000, unless there is reasonable justification. Service providers can find out more about their responsibilities for mandatory reporting on the Teaching Council website.

Coastlands Preschool will need to make a mandatory report when:

- An employee who is a registered teacher is dismissed for any reason
- An employee who is a teacher resigns from a teaching position if, within the 12 months preceding the resignation, the employer had advised the teacher that it was dissatisfied with, or intended to investigate, any aspect of the teacher's conduct or competence
- An employee who is a registered teacher ceases to be employed by the employer, and within the following 12 months the employer receives a complaint about the teacher's conduct or competence while he or she was an employee
- the employer has reason to believe that an employee who is a teacher has engaged in serious misconduct
- the employer is satisfied that, despite completing competency procedures with the teacher, the registered teacher has not reached the required competence level.

Criterion GMA7A/ Reg. 47

Education Act S319D

Human Rights Act 1993

He Māpuna te Tamaiti - Creating a Supportive Environment

To be reviewed yearly.

Date November 2021

Review Date November 2022

Enrolment Policy

Rationale:

The maintenance of enrolment records provides evidence of the accountability of service providers to the community and government for Crown funding. Enrolment records are also an indicator of good management and administration practices necessary to ensure the safety of the children attending.

Purpose:

To ensure Coastlands Preschool is able to operate effectively while meeting the needs of the children and families.

Te Whāriki 2017

Wellbeing - Goal 3: Children and adults experience an environment where they are kept safe from harm

Belonging - Goal 3: Children and adults experience an environment where they feel comfortable with the routines, customs and regular events

Procedures:

1. Any family with a child aged 0-5 years is entitled to apply for enrolment at Coastlands Preschool so long as the license is adhered to. Children are able to attend Coastlands Preschool until their 6th birthday.
2. Introductory visits will be available to families prior to formal enrolment - these do not need to be booked
3. Once a family decides to enrol the enrolment form will be filled out online
4. At this time they will also be given information about our philosophy, policies, fees and how we operate
5. A non refundable deposit is required. This will be credited to the account when the visiting policy is adhered to and the child starts on their planned start date
6. If space is not available, the child will be placed on the waitlist
7. Priority of Places:
 - a. Required start date
 - b. Number of days/hours to attend
 - c. Siblings of current children
 - d. Past families
8. Children are required to be enrolled for a minimum of two days
9. Children in the Tui Room are required to be enrolled for a minimum of four (4) hours per day
10. Children in the Kiwi and Pukeko Rooms are required to be enrolled for a minimum of six (6) hours per day
11. A copy of each child's identification will be kept on file and used to obtain/verify a National Student Number (NSN) from the Ministry of Education
12. If immunised, a copy of each child's immunisation certificates will be kept on file
13. Records collected under this policy will be kept for seven (7) years
14. A record of any change of hours will be recorded and kept with enrolment details. This needs to be signed by a parent/caregiver
15. Enrolment records will be kept in the offices
16. Parents/caregivers (or anyone they designate to drop off and pick up their child) agree to sign their child in and out each day on the tablet using their own pin
17. Parents/caregivers agree to sign a weekly attendance sheet to confirm their child's attendance for the week prior
18. Two (2) week's notice is required to withdraw a child from Coastlands Preschool. Full fees will be charged if less notice is given than this
19. Fees will be reviewed annually

Licensing Criteria GMA 10.

Date June 2020

Review Date March 2023

Fee Policy

Fees

Fees are set as per the current fee schedule.

Fees include the application of sunscreen while children are at the centre, nappies and blue top milk for children that have bottles

Discounts available

- We offer a discount of 5% for the second child and 10% for the third enrolled from the same immediate family. The discount is applied to the older child

Enrolments/Withdrawals

- We require a minimum booking for all children to ensure they are able to develop a sense of belonging, form a connection with our kaiko and develop relationships with their peers. These vary depending on the age of the child and are as follows:
 - Two (2) days per week for 6.5 hours per day for children three and over.
 - Two (2) days per week for 6 hours per day for two year olds.
 - Two (2) days per week for four (4) hours per day for children who are under two (2).
- We encourage children aged three and over to attend at least three days per week. While this is not a requirement, our fees reflect this preference.
- An non refundable administration fee of \$50 is payable to secure your child's space. This will be credited to your account when your child starts on their agreed start date
- Once your child is enrolled and confirmation of a start date is given, all booked sessions will be charged, regardless of whether a child attends or not. The exception to this is if a medical certificate can be provided.
- Two weeks written notice is required if your child is leaving Coastlands Preschool. Fees are payable during this notice period. If less than two weeks notice is given, full fees are charged.

Payment of Fees

- Invoices are sent out weekly for the prior week. Payment is accepted via internet banking (preferred) or cash
- WINZ childcare subsidies are available for fee assistance. This subsidy is only part payment for fees and is dependent on the level of your family income. Parents/guardians must pay any portion of the fees that WINZ does not cover. Full fees will be charged until Coastlands Preschool receives the WINZ subsidy. Please ask the centre administrator for more information regarding WINZ subsidies.
- Unpaid fees may be referred to a debt collector and any costs associated with this will be passed on to the parent/caregiver
- Failure to pay your fees may result in your child's place being given away.

Changes to Enrolment

- We require two week's notice of any reduction to your child's enrolled days and hours.
- We aim to accommodate requests to increase days/hours or to 'swap a day' as soon as possible.
- Any request to make changes to your child's enrolment need to be sent to our centre administrator via email

Statutory Holidays/Christmas Shut Down

- Coastlands Preschool shuts down for approximately two weeks over the Christmas/New Year period. No fees are charged during this time.
- Coastlands Preschool is shut on all statutory holidays. Fees are not charged on these days.

Absences/Vacations/Sick Days

- Providing at least two (2) week's notice of the absence is given, each child is entitled to two weeks holiday a year where fees will be reduced by 50%. These two weeks are in addition to the Christmas shutdown. Parents may ask to use this 'holiday' discount for sick days. Approval for this will be at the discretion of management.
- If your child will be absent for a period of greater than three (3) weeks, a fee is charged to hold their place in the centre.

20 Hours ECE

- Coastlands Preschool offers '20 ECE Hours'. To opt into the 20 ECE Hours, parents/guardians are required to complete an attestation form stating the days and hours (up to six (6) hours a day, 20 hours per week) they wish to use at Coastlands Preschool. Parents of children three (3) years and over who have not signed the attestation form will be charged at the full rate

Early Pick Ups/Late Drop Offs

- For children who are dropped off early, or picked up late, without the approval from management, a fee will be charged.

Fee Increases

- Fee increases are at the discretion of management. Usually fees would not be increased more than once a year

Date February 2022

Review Date February 2023

No Smoking Policy

Rationale:

For the safety, health, and well being of tamariki, staff, and parents/whanau.

Objective:

To maintain a warm, and caring and learning environment free from cigarettes/tobacco/smoking.

Procedures:

Smoking and the smoking of e cigarettes shall not be permitted in or around the premises at any time.

There will be no smoking or e cigarettes around the tamariki whilst they are in the care of Coastlands Preschool and on excursions outside of the centre.

Smoking cessation will be promoted with employees in a positive and non-judgemental way, with support provided for those ceasing smoking, including access to counselling or use of Quit Line Services.

Date August 2019
Review Date October 2021

Relievers Policy

Rationale:

Coastlands Preschool aims to provide a consistent environment for tamariki, mātua and kaiako. We also appreciate the need for our permanent kaiako to complete professional development, take annual leave, and special leave. To ensure an appropriate ratio is kept at all times we are required to utilise relieving kaiako. These kaiako require some guidelines to ensure they are acting in accordance with Childspace policies and procedures.

Objective:

To ensure use our relievers know what is expected of them in order to allow them to feel a sense of belonging and for our tamariki to not experience a disruption in their day

Te Whāriki 2017

Belonging/ Mana whenua - Goal 3: Relievers experience an environment where they feel comfortable with the routines, customs and regular events.

Procedures:

- All prospective relievers will go through similar recruitment and selection processes as outlined in the Employment Policy – with the addition of clarifying availability.
- Upon acceptance of a position, relievers will be given relevant contract, tax and police vet paperwork to be completed prior to starting work.
- The Manager will ensure that relievers are given a brief induction before commencing work with the tamariki.
- Upon acceptance of a position, relievers will be sent the Relievers Handbook, Staff Policies and Procedures, the Centre Philosophy and the parent booklets to become familiar with.
- Coastlands Preschool compiles a list of preferred regular relievers.. Relievers are added to this list once all required safety checks that meet the Children’s Act 2014 are complete. Once a reliever has been added to this list they will be ‘introduced’ to whanau on Storypark and Facebook.
- If a relieving kaiako is present in the centre this information will be communicated to families via Storypark as early as possible on the day they are working.
- Team Leaders will use their discretion when making the decision to allow a new relieving kaiako to take on roles of responsibility such as group times and intimate care routines. Comfort levels of tamariki will be considered with regard to this also.
- Regular relievers will be permitted to change nappies provided they have been shown and understand the nappy changing procedure, health and hygiene requirements, and as long as the tamaiti feels comfortable with them.
- No reliever is authorised to administer first aid or medicine to any child.
- The manager will intermittently check availability of relievers.

Date November 2021

Review Date November 2024

Social Media Policy

Rationale:

At Coastlands Preschool we recognise the use of social media technologies as a timely and efficient way to communicate with parents, whānau and wider communities. We recognise our responsibility to be aware that content shared can reach a wider audience than originally attended. Coastlands Preschool recognises that social media technologies, if used appropriately, can become an excellent way to broaden and increase opportunities for communication with parents, whānau and communities, as well as being a powerful marketing tool.

Objective:

To ensure use of social media is managed in the best interests of our tamariki and kaiako

Te Whāriki 2017

Wellbeing/Mana atua - Goal 3: Tamariki, whānau and employees experience an environment where they are kept safe from harm

Belonging/Mana whenua - Goal 4: Tamariki, whānau and employees experience an environment where they know the limits and boundaries of acceptable behaviour.

Procedures:

- All kaiako and other team members acknowledge and uphold the right to the privacy of each child. With this, they will not use images for their personal social media networking websites such as Facebook and Instagram, unless it is of their own tamariki, or the exception is that there is explicit permission from the parents/caregiver, this must be sighted by a member of management.
- All kaiako and other team members understand that photographic and video footage of tamariki and/or learning experiences recorded on digital devices (either personally owned or the property of Coastlands Preschool) such as mobile phones, tablets, and other recordable electronic equipment, will only be used within the context of learning stories, centre documentation, group planning and on Storypark and on Coastlands Preschool social media pages/groups.
- Permission is sought on enrolment via a signed enrolment form for the use of digital images and videos of tamariki on Facebook and any other social media platforms i.e. Instagram.
- A member of management will ensure that all content posted on social media is appropriate and suitable for its purpose.
- Kaiako and other team members will evaluate the way that their social media presence is representing Coastlands Preschool to the wider community.
- Kaiako and other team members will remain professional when engaging with parents, whānau and wider community on social media networks.
- All team members recognise the privacy of their colleagues and will seek consent before using images of their colleagues on social networking sites.
- Coastlands Preschool recognises the importance for some whānau of having photographs or videos from their tamariki celebrations or other events. However, in order to protect everyone's privacy, we ask that any photos taken by whānau at such times are treated with respect and remain off publicly accessible websites such as Facebook, etc. unless permission is granted from each person within the photographs or videos.
- Online activity will not interfere with the kaiako ability to perform their job, responsibilities or impact the wellbeing of the child in any way
- Coastlands Preschool uses Facebook as a communication tool. This includes a staff group/chat, rūma groups and team groups/chats. We ask that a member of the management team is present in the group chats in order to ensure all areas of our code, our standards, are upheld.
- Rūma groups are restricted to direct whānau of the child. This includes grandparents or any person who is particularly special to the child. Management will monitor the groups members and ensure only enrolled whanau and kaiako are in these groups.
- Members of the rūma Facebook groups are asked not to share photos that contain children other than their own, on their own social media, unless permission has been given to do so.
- Permissions for both public social media pages and private groups will be checked prior to the kaiako posting the images.
- We have a zero tolerance for online bullying at Coastlands Preschool.. Any form of online bullying will be dealt with in accordance with the complaints/discipline policy and procedure.

Date November 2021

Review Date November 2024

Substance Abuse Policy

Rationale:

At Coastlands Preschool we believe that it is vital to provide a safe and healthy environment for our tamariki and staff. This policy aims to ensure the safety, health and well being of tamariki, staff, and parents/whanau.

Objective:

To provide a warm, caring learning environment free from alcohol and drug abuse.

Te Whāriki 2017

Wellbeing - Goal 3: Children and adults experience an environment where they are kept safe from harm

Procedures:

Staff must not be under the influence of drugs or alcohol while on duty (unless prescribed by a doctor).

There will be no consumption of alcohol and/or other substances around the tamariki whilst they are in the care of Coastlands Preschool and on excursions outside the centre.

No person shall have access to Coastlands Preschool and its premises/surroundings if they are under the influence of alcohol or mind altering drugs and substances.

No person shall have access to the tamariki whilst they are in the care of Coastlands Preschool if that person is under the influence of alcohol or mind altering drugs and substances.

Any person dropping off a child at the centre under the influence of any illicit substance will be asked to leave the child at the centre and be reminded of the Centre's policy. Alternative arrangements will be made for the pick up of the child.

If a parent/caregiver arrives to collect a child and is thought to be under the influence of alcohol or drugs they will be distracted, so as not to leave with the child, while the team leader/manager is notified. The team leader/manager will offer to drive the child home and/or call someone to collect the parent/caregiver in question.

Date 24th July 2020

Review Date July 2023