



Children's Room Programs Policy

Background

Beaconsfield Neighbourhood Centre (BNC) is an approved provider of childcare with the Beaconsfield Community Complex Occasional Care service running in our Children's Room. We are committed to offering a high-quality program to our community and ensuring the safety and wellbeing of all children attending the Centre.

The service is subject to the provisions of the Children's Services Act 1996, the Children's Services Regulations 2020 and the funding and service requirements of the Department of Families, Fairness and Health (DFFH) and the Department of Education & Training (DET). BNC is also an approved Child Care Subsidy (CCS) provider which adds further requirements.

Our Service Approval Number is SE-00015506 and a copy of our Provider Approval Certificate (PR-00008853) can be found on the notice board inside the entrance of the Children's Room. The nominated supervisor is our Children's Room Coordinator, Anne Jones.

Purpose

The aims of this policy are:

- To outline the educational program development and delivery
- To ensure that the BNC Children's Room Programs provide high quality care to meet the needs of individual children and their families.
- To meet legislative requirements of stakeholders and governing bodies.
- To ensure that the service provides a safe, healthy, caring and educational environment that stimulates and encourages children's participation and learning.

Policy Statements

A program must be delivered to all children being educated and cared for by the service. Play is the context for learning and BNC aims to maximise opportunities for each child's play-based learning. The Children's Room Coordinator, in collaboration with the other educators, develops a varied and educational program for children attending our Occasional Care sessions. This collaborative leadership and teamwork ensure that input is gathered from the vast range of our educators' experience, interests and insights for the benefit of the children.

Experiences that include both structured and unstructured learning times are provided in an age-appropriate manner. A conscious balance between indoor and outdoor activities is planned for with ample opportunities for child-initiated play. The service practices a holistic, integrated approach to early education with a combination of adult and child directed learning. Every child will be equally valued. Their achievements and learning will be celebrated.

Our service follows the Victorian Early Years Learning and Development Framework (VEYLDF) which is designed to guide early childhood professionals in a collective effort with families toward the achievement of the nationally agreed Early Years Learning Outcomes and the principles of 'Being, Belonging and Becoming'.

The fun and nurturing environment in our Children's Room provides the foundation for children to work towards the five learning outcomes:

1. Children have a strong sense of identity.

2. Children are connected with and contribute to their world.
3. Children have a strong sense of wellbeing.
4. Children are confident and involved learners.
5. Children are effective communicators.

The programs in our Children's Room are based on the developmental needs, interests and experiences of each child and are designed to consider the individual differences of each child. We are responsive to children's families and culture. Critical Reflection techniques to examine events and experiences from various perspectives underpins planning. It strengthens our program and provides continuous quality improvement. Educators will gather, record and interpret information about children as individuals to inform the preparation of the environment and implement experiences that are engaging and meaningful.

Our Children's Room team will be consistently aware of and responsive to children who may require additional support, assistance or attention, noticing and listening carefully to children's concerns and discussing diverse perspectives on issues of inclusion and exclusion and fair and unfair behaviour. Educators will respond to children's ideas and play and use intentional teaching to scaffold and extend each child's learning. Partnerships with the children, families, other professionals and the wider community are fostered within our community-based organisation. We aim to build secure, respectful and reciprocal relationships.

Rooms

The Children's Room is a purpose-built space for Early Learning and is the primary location for the delivery of our service. As it is located within the Beaconsfield Community Complex, on occasion other free spaces within the Centre may be utilised for some activities. Examples may include special events or planned incursions, using the hall as a wet weather alternative to the playground for physical activities plus evacuation drills to alternative locations within the Centre. The instance of utilising other rooms is low, and educators conduct a full risk assessment on every occasion before safely leading children to a different space within the Centre.

Staffing

The service will be staffed in accordance with Children's Services Regulations 2020 guidelines regarding ratios, qualifications and safety screening.

Required staff ratios are:

- For children aged between 18 months and 36 months: one educator per four children (1:4)
- For over 36 months to pre-school age: one educator per eleven children (1:11)
- For children over pre-school age: one educator per fifteen children (1:15)

Rosters are developed by the Children's Room Coordinator to meet the necessary ratios for each session and ensure appropriately qualified staff are present. 50% of the required staff members in each session must hold a Diploma in Children's Services (or equivalent).

Children's Room staff must hold current Working with Children Check and First Aid Certificate with anaphylaxis and emergency asthma management training.

Working with Children Check

The Working with Children Act 2005 and its amendments is the legislation that aims to prevent people who pose a risk from working with children as paid employees or volunteers. BNC is

committed to ensuring child safety and protection is of paramount consideration. Therefore, the Centre requires a Working with Children Check for anyone volunteering to help in the Children's Room as well as the staff.

Reporting

The service formally reports annually to the Australian Charities and Not for Profits Commission (ACNC), DFFH and the Cardinia Shire Council. Reporting to Centrelink via the CCS system will occur on a fortnightly basis. The DET carries out regular, random checks to ensure compliance with the regulations.

Insurance

The Centre is covered per Insurance Policy from VMIA for the State Government of Victoria Funded Community Service Organisations and CGU Workers Compensation.

Records

Records will be kept in accordance with the requirements of the Children's Services Regulations 2020 and BNC's Privacy & Confidentiality Policy.

Emergency Evacuation

BNC maintains a detailed emergency management plan. We practice our emergency evacuations regularly. It is Centre policy that all children be involved in drills if in attendance. Permission for inclusion in an emergency evacuation or drill is established upon enrolment.

Risk Management

BNC prioritises risk management procedures to identify and mitigate risks. As well as an annual review, risk management is imbedded in the day-to-day operations of the Centre with consistent and diligent risk assessment.

Accidents

Accidents will be attended to immediately following the BNC Incident, Injury & Hazard Reporting Procedures. If the accident is of a severe nature, the Children's Room Coordinator will contact the parent or emergency contact. If no contact can be made, an ambulance will be called for the child to be taken to a medical facility for appropriate treatment. If the accident is of a minor nature the parent is required to read and sign the Accident and Injury Book. If the matter requires medical attention the DET shall be notified.

Roles and Responsibilities

Committee of Management	<ul style="list-style-type: none">Regularly review and update policies and procedures to ensure they are maintained in line with best practice principles and guidelines and compliant with legislation requirements.
Staff/Educators	<ul style="list-style-type: none">Build warm, trusting relationships and actively support every child.Plan and execute a weekly program which encompasses the VEYLDFDocument observations and assessments of each child's developmental needs, interests, experiences and participation in the educational program.

	<ul style="list-style-type: none"> Document the child's progress against the outcomes of the educational program. Ensure that information about the contents and operation of the educational program is displayed in the Children's Room in a place accessible to parents and copies are available upon request.
Parents/Families	<ul style="list-style-type: none"> Encouraged to be involved in the Centre and contribute their skills, resources and input into learning programs. Provide or request copies of documents and information so far as it relates to their child if required.

Associated Documents

Children's Room Handbook (Contains relevant policies & procedures)

Child Care Subsidy Management Policy

Children's Services Act 1996

Children's Services Regulations 2020: *Regulations 42-45*

Privacy & Confidentiality Policy

Risk Management Policy

Incident, Injury & Hazard Reporting Procedures

Document History

Version	Title	Author	Authorised	Date	Changes to Previous
1	Children's Room Programs Policy	Centre Coordinator	COM	Aug 2019	Original (Combining Three-Year-Old Program Policy, Early Learning Occasional Care Policy and After Kinder Occasional Care Policy)
2	Children's Room Programs Policy	Centre Coordinator	COM	Nov 2021	Updates, regulatory inclusions, removal of details included in other policies and Re-format
3	Children's Room Programs Policy	Centre Coordinator	COM	Aug 2022	Review and update
4	Children's Room Programs Policy	Centre Coordinator	COM	Sep 2024	Review and update
5	Children's Room Programs Policy	Centre Coordinator	COM	Mar 2025	Review and add Room information