

PLAYGROUP POLICY

Policy No.	17.3	Version	3
Drafted by	Lucy Eames	Date of Committee of Management approval	26 September 2023
Responsible person	Manager	Scheduled next review date	September 2026

INTRODUCTION

Reynard Street Neighbourhood House aims to provide a safe, supportive and inclusive playgroup environment for local families to enjoy. Children will be supported and encouraged in their learning journey; families will make supportive connections. And all in a relaxed, friendly and safe environment.

FEES

- Playgroup fees are due at the beginning of each semester for our 0 to 5-year-old playgroups.
- For New Parent Groups, fees are charged at the beginning of each term.
- Fees are subject to change and are displayed in the office area and published in the RSNH brochure each term.
- For families starting after the beginning of semester/term, fees are charged at a pro-rata rate; weekly rates displayed in office and RSNH staff will work out the owed amount.
- Refunds can be granted under reasonable circumstances.
- There is a concession rate available for those with a concession card.
- Hardship will be taken into consideration on a case-by-case basis, with final decisions made by the Playgroup Coordinator and/or Manager.

ENROLMENT

All families must complete an online enrolment form and provide current emergency contact information. Returning families are required to update their details at the beginning of each year or as needed.

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CHILD SAFETY STATEMENT

Reynard Street Neighbourhood House is committed to child safety. We promote child and youth participation and empowerment. We have zero tolerance of child abuse.

CHILD SAFE STANDARDS

There are 11 Child Safe Standards. These Standards commenced on 1 July 2022 and replace the Child Safe Standards that were established in 2016. The Child Safe Standards aim to protect children and young people, by requiring organisations to put policies, procedures and processes in place to prevent and respond to abuse. They aim to make keeping children and young people safe a key focus of organisations in Victoria.

The Child Safe Standards help organisations to:

- Promote the safety of children
- Prevent child abuse
- Ensure effective processes are in place to respond to and report allegations of child abuse
- Encourage children to 'have a say', especially on issues that are important to them or about decisions that affect their lives.

To create and maintain a child safe organisation, an applicable entity to which the standards apply must have:

Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.

Standard 2: A child safe policy or statement of commitment to child safety.

Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children.

Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.

Standard 5: Processes for responding to and reporting suspected child abuse.

Standard 6: Strategies to identify and reduce or remove risks of child abuse.

Standard 7: Strategies to promote the participation and empowerment of children.

Standard 8 - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

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Standard 9 - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Standard 10 - Implementation of the Child Safe Standards is regularly reviewed and improved.

Standard 11 - Policies and procedures document how the relevant entity is safe for children and young people.

HEALTH AND SAFETY

RSNH has a specific responsibility to provide a safe and healthy environment for all its members. Every parent and caregiver attending Playgroup must be responsible for the welfare and safety of their own child/ren but there is a collective responsibility of the whole group to ensure all children can play safely.

***Please also refer to the Child Protection Policy and the Child Safety Code of Conduct**

INFECTIOUS DISEASES AND SICK CHILDREN

Children (and their parents/caregivers) should not attend Playgroup if they are sick or suffering from any signs of illness. It is important to exclude families while they remain infectious and parents/caregivers must consider the well-being of other children at Playgroup, including those at special risk such as babies too young to be immunised and children with poor immune systems.

For questions regarding specific communicable diseases, it is important to contact the Health Department to receive the latest information and current policies.

SUN SMART

Sunscreen should always be available at the sign-in desk in the Playgroup Room. Families are advised (via the induction sheet) to always bring a hat. ***Please refer to the Sun Smart Policy**

NUT FREE ZONE

Nut products are not permitted in the Playgroup Room or back yard. This rule applies to non-playgroup activities. Families are asked about allergies on the enrolment form and the Playgroup Coordinator should make note in the register. All families will be required to

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acknowledge that they will abide by the rule via a tickbox in the enrolment form. All families will receive a link to the Playgroup Family Induction information sheet and Playgroup Policy.

INCIDENTS/ACCIDENTS

Should anyone have an accident of any kind which requires attention, an 'Incident/Accident Report' form should be completed immediately – these are in the red folder in the Playgroup Room. Once completed, the report is to be filed in the RSNH office.

If there is a serious accident, notify staff to call 000

FIRST AID

A First Aid kit is located above the sink in the Playgroup Room and also above the change table in the children's bathroom. A trained First Aid person should be always on staff.

PRIVACY AND CONFIDENTIALITY

RSNH only collects information from playgroup families deemed necessary for enrolment with the playgroup. All current enrolment information is stored in Social Planet and only accessed by authorised RSNH staff.

RELATED DOCUMENTS

This policy should be considered in consultation with the following other policies and documents:

Number	Name
6.2	Employee Induction Policy
25.3	Volunteer Management Policy
2.1	Child Protection Policy
3.1	Child Safety Code of Conduct
22.2	Sun Smart Policy
	Workplace Health and Safety Manual
Child Safe Standards Available at: https://providers.dhhs.vic.gov.au/child-safe-standards	