

GUIDING PRINCIPAL INTERACTION WITH CHILDREN

QUALITY 1: EDUCATIONAL PROGRAM AND PRACTICE
QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY
QUALITY AREA 5: RELATIONSHIP WITH CHILDREN

Introduction:

- PCYC- Out of school hours will ensure all children feel inclusive
- Children's ideas and thoughts will be considered important
- Training will be offered to Educators
- The National Quality Framework will be the basis for all curriculum
- PCYC- Out of school hours will foster a secure, respectful and inclusive environment
- Educators will foster a positive, happy, secure interactions with all children
- Educators will use daily interactions to create intentional teaching and forward planning
- Educators will support all children's needs
- Educators will extend their knowledge and skills in regards to children with additional needs
- Educators will implement critical reflective practices regarding culture, beliefs and individual needs
- Educators will conduct meetings and set up possible restrictions if children demonstrate safety concerns

Governance:

- All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC- Out of School Hours.

Definition:

- PCYC: Police Citizens Youth Club
- Educators: Staff who hold qualifications in Children Services
- Staff: Staff who don't hold any qualifications in Children Services

Policy

New Families:

- Families will be invited to attend an induction meeting with the Coordinator
- Families will be asked to complete an enrolment form and give details of any inclusive practices the service needs to take note of
- Families will be encouraged to give all information in relation to their child to ensure that high quality of care can proceed
- Families will be required to take a photo of their child/ren for the transport ID tags
- Educators will gather as much information about the new child/ren and family
- Educators will develop a partnership with families to ensure that children's needs are being met

Staff:

- All staff must hold current and verified Working with Children Checks
- All staff must hold current Police Check
- All educators must hold current first aid
- All educators must hold current anaphylaxis and asthma management
- All educators must ensure that they maintain a positive relationship with all key stakeholders
- All educators will maintain a positive attitude in all interactions with children
- All educators will listen, document and encourage children to share ideas
- All educators will respect children as individual and encourage each child to voice their options, concerns and ideas in a supportive and positive forum
- All educators fosters an environment that supports confidence.
- All staff will condemn the following behaviours: shouting, verbal and physical threats, refusal of basic needs such as food and water
- All staff will follow PCYC's Child Protection policies
- All educators will interact with children in a positive manner
- All educators will promote peer to peer interaction
- All educators will encourage all children to reach their full potential

FORMS OF PHYSICAL ABUSE, VERBAL ABUSE, NEGLECT, AND SEXUAL ABUSE ARE NOT TOLORATED AT ANY TIME.

General:

- If families have children who require ISS support educators will arrange a meeting with the families
- Educators will use their AusKey to create the portal
- Educators will contact the ISS relevant agency and gain expert advice

Date Approved: March 2018

Review Date: March 2020

Documents Considered:

Code of Conduct

WHS Regulations 2011

Grievance Process

PCYC Drug and Alcohol Policies

Education and Care Services National Law 2010

Education and Care Services National Regulations 2010 and 2014 Update (r100, 101, 102, 168)

National Quality Standard (2.3)

Seatbelt and booster seat legislation

PCYC Motor Vehicle Policy

PCYC Risk Assessment

NSW Road and Maritime Agencies