Introduction

Bega Valley Shire Council education and care services will work with families and children to establish respectful routines that support each child’s growth, well-being and learning.

Strategies

The Approved Provider and Nominated Supervisor will:

- Ensure practices and procedures that are used by educators, students and others when implementing routines with children are respectful and consistent with ensuring optimum health and well-being of all.
- Ensure children are provided with food that meets their individual dietary requirements and is consistent with their cultural and religious beliefs and practices.
- Ensure children have access to drinking water.
- Ensure the individual sleep and rest needs of children are met.

Nappy Change/Toileting

Educators, students and others will:

- Ensure the hygiene and safety of all involved in the routine, and follow established procedures at all times.
- Provide each child with information about what is going to happen and an opportunity to finish what they are doing prior to changing a nappy.
- Wash hands before commencing.
- Use safe manual handling practices at all times.
- Follow the displayed procedures for changing a nappy and building independent toileting skills for young children.
- Dress the child, place them on the floor and return them to play.
- Ensure no child is left unattended on a change table or unsupervised in a bathroom.
- Wash hands at the completion of each child’s routine.
- Children must never be left unattended on the change bench.

Children will:

- Be encouraged to build independent toileting skills.
- Respect the right to privacy and dignity of others in toileting/nappy changing routines.
• Be encouraged to wash their hands.

Meal times

For further information staff can refer to the Food safety policy and Nutrition, meals and dietary requirements policy.

Educators, Students and others will ensure

• The hygiene and safety of all involved in the routine and follow established procedures at all times
• Safe food storage and handling practices are used at all times
• They are aware of the food allergies and intolerances relevant to the group of children prior to offering any food to a child
• Established procedures are followed for the safe storage and heating of breast milk, and bottles.
• Infants are not left unsupervised in high chairs, when drinking from bottles or when eating.
• Children remain seated and are supervised at all times whilst eating
• Children have the opportunity to make food choices and build independent eating skills
• Children are provided with sufficient healthy food suited to their needs, likes and dislikes
• Children have access to drinking water throughout the day
• Children under 4 are not given hard foods that can break off into smaller pieces (e.g. raw carrot) and will not be given hard lollies, popcorn or nuts.
• Hot liquids are not consumed near children. Drinking of any hot beverage is to be restricted to childfree areas.
• Safe food handling and hygiene procedures are followed at all times.

Sleep and rest

For further information staff can refer to the Healthy, child-safe environment and infection control policy.

Educators, Students and others will ensure:

• Infants and young children are supervised at all times while sleeping, and checked regularly during rest times
• Infants and young children are put to sleep on their backs with their heads uncovered, and with their feet at the base of their cot.
• Clothing worn by children at sleep or rest times ensure a safe body temperature and are free of choking hazards.
• The room temperature in which infants and young children are sleeping remains comfortable, and that they do not overheat.
• The sleep/ rest patterns of all children are established with families and followed where possible.
• When a family requests that their child have a sleep or rest the child will have an opportunity to do so for a reasonable time (eg ½ an hour) before being asked if they would like to return to play.
• All beds/ bedding are individually named and placed with consideration for the health, safety and well-being of the individual child
• All sheets/ beds are cleaned and changed weekly or between children
• All sheets/ beds are stored to ensure hygiene and prevent cross infection.
• Children are offered sleep covers suited to the weather and their preferred sleep style.

Legislative requirements

• Education and Care Services National Regulations, 2011
• NSW Occupational Health and Safety Act 2000

References

• Bega Valley Shire Council, Occupational Health and Safety Manual 1.2.2 (a), 8.5.procedure 5.05.1 Work Health and Safety Management System Framework. Online: www.begavalley.nsw.gov.au
• Bega Valley Shire Council Children’s Services, Food safety policy/procedure, Operational Draft, June 2012
• Bega Valley Shire Council Children’s Services, Healthy, child-safe environment and infection control policy, Operational Draft, June 2012
• Bega Valley Shire Council Children’s Services, Nutrition, Meals and Dietary Requirements Policy, Operational Draft, June 2012
• Community Child Care Co-operative, Sample Policy, First Aid