Routines

Department: Community, Relations and Leisure

Responsible Officer: Manager | Children, Families and Ageing

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