Required Policies and Procedures
(Regulation 168, Education and Care National Regulations 2011)

As the Provider of this service, The Department for Education and Child Development (DECD) must ensure the DECD services have in place the key policies and procedures listed below.

The following policies cover all of DECD, and are available at www.decd.sa.gov.au/policiesreg168. If you need to access a policy and are unable to do so please see staff.

In this folder you will find the content pages and some accompanying information for each DECD policy

- Water safety
- Administration of First Aid
- Incident, Injury, Trauma and Illness
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Emergency and Evacuation (note: this site has an emergency plan on display)
- Delivery and collection of Children
- Excursions
- Child Safe Environment
- Code of conduct
- Determining the responsible person present
- Participation of Volunteers and Students
- Enrolment and orientation
- Payment of fees
- Governance and management of service, including confidentiality of records
- Acceptance and refusal of authorisations

The following policies are site-specific, and are available (in this folder and on our website)

- Nutrition, food and beverages, dietary requirements
- Sun protection
- Interactions with children (site behaviour code)
- Dealing with complaints
- Administering Medications

Please don’t hesitate to contact staff with any questions.