

Health, Safety and Wellbeing

COVID safety at the Centre

During the COVID-19 pandemic IGS follows a COVID-safe plan in accordance with the public health orders. Strategies to keep our community safe include:

- Only staff and children enter the campus.
- Environmental cleaning by professional cleaners carried out frequently and routinely in the Centre.
- Daily washing of play resources and equipment.
- Learning spaces are well ventilated with children accessing increased learning time outdoors.
- Drop-offs and pick-ups are arranged to minimise contact between adults.
- Early Learning staff wear masks at all times.
- Early Learning staff are fully vaccinated.

Signing in and out

It is a legal requirement for children to be signed in and out of the Centre on the days they attend. These records must be accurate as they are used for emergency lockdown and evacuation procedures and as proof for claiming Child Care Subsidy.

From January 2022, parents and carers will be required to download the app “Xplor Home” onto their device and create a profile in order to sign in and out. This app is linked to our Centre’s online interface that records all children’s enrolment details including the administration of Child Care Subsidy payments. Your profile will have details and bookings of your child/children who are enrolled in our Centre.

To sign your child in and out of the Centre, parents/carers will need to access Xplor Home dashboard and scan the QR code available outside the door of the main entrance to the Centre, located on the ground floor. The dashboard will take you through a series of steps until the sign in is confirmed. The process is the same for signing out your child.

More information on Xplor Home, how to set up a profile and its many functions will be made available to families prior to your child’s first day at our Centre.

Arriving to the Centre

Extended Hours Children can arrive at the Centre from 7.30am. Children attending Term Time can come onto campus from 8.35am. Please note, Term Time children

cannot enter the Centre before 8.35am.

The program is well underway by 9am. We ask children to arrive at the Centre by 9.15am to participate in the full program.

On arrival, please help your child greet their teachers to announce their arrival and to support your child to settle in for the day. Please do not arrive earlier than 7.30am as the staff use this time to set up activities and complete important safety checks of the Centre.

Authority to collect

Safety is a priority for all children at IGS. We only allow authorised people to drop off and collect your child. Please ensure you include at least one alternate person in case of an emergency. When you complete your enrolment form, you'll be asked to nominate all the people who are allowed to drop off and collect your child. All the people on your list must show photo identification on request and use their own phone number and PIN to log into the kiosk to sign your child in/out.

To change or add the persons authorised to drop off or collect your children at the Centre, please complete an 'Authorisation to Collect' form - email the Centre for a copy of the form at early.learning@igssyd.nsw.edu.au .

If you're running late

We require all children to be collected at the end of their session - by 3pm for Term Time attendees, and no later than 6pm for Extended Hours attendees. Ideally, please arrive at least 10 minutes beforehand, so your child's educators have a chance to pass on any important information about your child's day. Due to our licensing requirements, children cannot remain on the premises after closing time. For this reason, we charge a late collection fee of \$5 for every minute after closing time.

We understand unexpected events might occur, for example, traffic jams and late meetings. Please contact the Centre as early as possible if you think you might arrive after your child's finish time. We suggest you save the Centre contact number 9219 6700 (extension 6) on your mobile for these circumstances.

What if your child is unwell?

If your child is developing an illness, for example, they are feverish or lethargic, please keep your child at home to allow them to recover and to prevent illness from spreading. Email the Centre at early.learning@igssyd.nsw.edu to notify of your child's absence and illness.

Sometimes children become unwell whilst attending the Centre. If your child appears unwell at the Centre, we will contact you to collect your child. Please ensure a parent or carer is contactable at all times whilst your child attends the Centre. Where parents cannot be contacted, staff will then call emergency contact persons as nominated on

your child's Registration Form.

Examples of when you or the authorised person will be contacted:

- Temperature of 38C and above
- Diarrhoea
- Vomiting
- Unidentified or previously undiagnosed rash
- Conjunctivitis

In instances where a child is unwell, our Early Learning staff may consult with the IGS School Nurse on campus.

Infectious diseases

Parents and carers are required to notify the Centre immediately of any case of an infectious disease including influenza, vomiting, diarrhoea and conjunctivitis.

Your child must remain isolated until symptoms have stopped for at least 24 hours or until your child's medical practitioner authorises their return to the Centre. IGS Early Learning Centre follows the recommended minimum exclusion periods by the National Health and Medical Research Council.

Immunisation

Under the NSW Public Health Act 2010, immunisation procedures apply to early childhood settings, including Long Day Care and Preschools.

Parents and carers must provide an approved immunisation certificate in advance of their child's commencement at IGS Early Learning Centre as follow:

1. A **current AIR Immunisation History Statement** which shows that the child is up to date with their scheduled immunisation.
2. A **current AIR Immunisation History Form** on which the immunisation provider has certified that the child is on a recognised catch-up schedule and submitted this status with the AIR.
3. A **current AIR Exemption – Medical Contraindication** which outlines the medical contraindication/natural immunity.

AIR statements indicating that your child is up to date with their immunisation schedule can be accepted. Parents and Carers can request a copy of the child's immunisation history statement by calling the Australian Immunisation Register (AIR) on 1800 653 809 or by

visiting Medicare online account through myGov at <https://my.gov.au/> Only approved Australian Immunisation Register (AIR) forms can be accepted. As children approach their 4th birthday, parents and carers are required to update the Centre with their child's Immunisation History Record. If your family needs any assistance regarding immunisation, please refer to [this brochure](#) and or contact the Centre early.learning@igssyd.nsw.edu.au .

Medication

If your child is well, but still on medication (such as antibiotics), the Centre is able to administer this to your child. Prescribed medication and off the shelf products can only be administered when written parental approval is given and there is written medical advice from the child's treating registered health professional, including clear written instructions for the administration of the medication or product. Our procedures are designed to ensure that Centre staff act in accordance with the directions of the child's parent/carer and medical practitioner at all times, ensuring maximum care and caution are exercised when administering medication to children.

Off the shelf medication, products and herbal preparations will not be administered unless a registered health professional has provided written instructions about dosage and advice about possible side effects. Please note, products administered at the Centre must be free of allergens e.g. Bepanthen cream contains almond oil.

Medication and off the shelf products must be provided in the original packaging, with a prescription label included. Medication and other products e.g. sunscreen or sanitiser, must not be kept in children's bags. Medication authorisation forms must be completed in advance by the child's parent/carer. Please email early.learning@igssyd.nsw.edu.au for a copy of the forms.

Medical Conditions

If your child has a medical condition, such as asthma, anaphylaxis or diabetes, we require a current health management plan completed and signed by your child's treating medical practitioner. Please request that the health management plan is typed so it is easy to read. If the condition is ongoing, your child's educator will meet with you to complete a risk minimisation plan. The plan will be completed prior to or on the first day of your child's commencement at IGS Early Learning and will be updated at regular intervals.

Incidents, Illness and Injuries at the Centre

IGS Early Learning is committed to providing a safe and healthy environment for children, staff, families and visitors. All our educators and teachers are qualified in First Aid including the management of asthma and anaphylaxis. The Centre and School has several first aid kits including ventolin and EpiPen for use in an emergency.

Parents and carers will be advised in writing and asked to sign a record of any injury, incident, trauma or illness experienced by their child whilst in attendance. This record will include details of first aid where given.

For minor incidents such as bumps and grazes, staff will help your child feel comfortable and administer simple first aid. In the event of an emergency, the staff member who is most experienced in first aid will take charge and parents will be notified as soon as possible. In the case we are unable to contact parents or carers, an ambulance will be called. IGS also employs a School Nurse on campus, adjacent to the Early Learning Centre.

Wellbeing

Student wellbeing is an important focus area within the Early Learning program at IGS. Children learn best when they feel safe, secure and happy - not only in themselves, but also in their relationship with others around them and also in their environment. Our wellbeing program is informed by best practice principles and evidence based approaches.

The Early Learning centre is supported by our 2 school counsellors, Joseph Degeling, Director of Counselling Services, and Dr Tamara Kezelman, who are both psychologists. Our school counselling team is available to our children and parents and provides support when there are concerns around development, big emotions, troubling behaviour, parenting ideas, changes in the family environment and so on.

If you would like to speak with our counselling team, please contact either:

- Joseph Degeling - josephd@igssyd.nsw.edu.au or on 9219 6976
- Tamara Kezelman - tamarak@igssyd.nsw.edu.au or on 9219 6718.

The counselling rooms are conveniently located right next to the Early Learning centre on Level 1, just past student reception.