



THE **JUNCTIONWORKS**[®] Ltd
“Creating new possibilities in people’s lives”

HOLSWORTHY BEFORE AND AFTER SCHOOL CARE

PARENTS MANUAL

Infantry Parade,
Holsworthy, NSW

Ph: 02 9825 3080
Fax: 02 9825 4931
Email: basc@thejunctionworks.org
Web: www.thejunctionworks.org



Quality
ISO 9001

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HOLSWORTHY BASC PARENTS MANUAL

INTRODUCTION

The Junction Works Ltd operates an Out Of School Hours service (BASC), providing a Before School, After School and Vacation Care program. The service is designed to provide quality care for children aged 5 to 12 years. The program meets a broad range of a child's social, emotional, recreational, physical, intellectual and creative needs. The BASC service primarily provides care to children of parents who are working, studying, training or seeking employment. The service also provides care for children on school pupil-free/staff development days.

PHILOSOPHY OF THE CENTRE

Holsworthy Before and After School Care and Vacation Care believe in providing an environment that is secure, caring, loving, nurturing and inclusive of all cultures and religious beliefs and abilities. We strive to create a homelike environment that is warm and welcoming.

We believe that all children should be treated with equality, and their cultural and linguistic diversity embraced and acknowledged. Families are encouraged to share their culture, language and home experiences with the centre. Our emphasis is on partnerships with families and the greater community. Families are encouraged to participate in the centre and share in decision making.

We aim to provide a diverse program that reflects both group and individual needs. Through ongoing observations and evaluations, we aim to provide enriching experiences that encourage and promote learning and development. Our program not only covers the areas of language, cognitive, social/emotional, fine motor and gross motor development, but also provides for the holistic needs of the child.

Our program is inclusive of children with special needs and those needs will be provided for. Programs and plans will reflect the individual child's needs and where appropriate resource workers will be utilised.

Children's self help skills and independence will be encouraged. The staff will encourage and assist with meal times, dressing and toileting where needed. Children are provided with a balance of active and quiet activities. A balance of indoor and outdoor experiences is provided.

Meals and menus are provided that are fresh, nutritional and well balanced. Safe food handling and hygiene practices are observed at all times.

Positive encouragement and reinforcement are used as tools to direct and promote positive and constructive behaviours. Through positive encouragement and experiences we aim to build high self-esteem and self worth in the children.

Staff are committed to ongoing training and learning in the childcare field. The staff meet on a regular basis to discuss issues arising from the centre and also evaluate their childcare practices.

The centre regularly reviews documents and evaluates all practices, to continually update and improve the quality of service and standard of care we provide.

It is our aim to provide a loving, caring, nurturing environment that promotes each child's learning and development, self esteem and individuality, whilst having a day that's lots of fun!

GOALS OF THE CENTRE

At Holsworthy Before and After School Care and Vacation Care we believe that effective teaching and learning occurs when children enjoy discovery and as a result are intrinsically motivated to learn. In achieving this goal, all staff will endeavour to:

- Provide a quality environment that is educational, individualised and caters to the child's needs and interests, and is inclusive of children with special needs.
- Promote an environment where play is valued as the primary mode of learning.
- Establish a warm, friendly, relaxed atmosphere where children and their families feel welcome.
- Provide an open-door policy to encourage family involvement and participation, to promote fruitful relationships with open communication with families each day and through written information newsletters, also providing times for staff to meet with parents formally and informally.
- Provide an enjoyable, supportive, inquisitive and stimulating environment where children are encouraged to choose from a wide variety of appropriate experiences, that challenges and extends their knowledge and skills, and are relevant to their ongoing interests, abilities and needs.
- Regularly evaluate and improve practices at the centre and keep abreast of best practice principles of child care.
- Provide the physical and emotional security needed for each child to develop a sense of independence, competence, inner-strength, pride and acceptance of oneself.
- Promote the development of language, social skills, creativity and self-expression, and acceptance of self and others.
- Encourage children to develop skills in making choices and decisions and to accept responsibility.
- Promote equality by maximising the educational outcomes of all children, regardless of their gender, cultural backgrounds, socio-economic or special needs.
- Provide an environment that is safe, yet provides challenge and diversity through a balance of quiet and active,, indoor and outdoor activities.
- Provide a daily nutritious, fresh and seasonally appropriate menu.
- Provide families with up to date information about health, hygiene, childcare, centre practices, policy development and decision making.
- Ensure services meet and exceed NCAC's accreditation standards and Quality practices guidelines.

SERVICE STRUCTURE AND OPERATIONS

STAFF AND MANAGEMENT

Holsworthy Before and After School Care and Vacation Care is a not for profit organisation with over 15 years experience in the childcare field. We aim to add a personal touch to our centre and are always available to assist families when needed.

The staff employed at Holsworthy Before, After and Vacation Care are experienced, committed and dedicated to their profession. Each staff member holds relevant qualifications, first aid certificate, anaphylaxis training (use of an epi-pen for those who suffer from allergic reaction), safe food handling and hygiene, asthma management and child protection.

MANAGEMENT STRUCTURE

The service is sponsored and managed by The Junction Works Ltd, which is based on the corner of 4th and 11th Avenue, Austral 2171.

The Junction Works Ltd is responsible for:

1. The formulation of Policies and Guidelines.
2. Supervision, Employment and Direction of staff.
3. Financial Administration of the services.
4. Overseeing all operations of the centre.

All staff employed undertake the relevant child protection screening checks (as per NSW State requirements) before commencing employment at the centre.

STAFF QUALIFICATIONS

- Diploma of Community Services (Children's Services).
- Certificate 3 or 4 in Community Services (Children's Services).
- Senior First Aid Certificate.
- LR License for those required to drive the bus.

FUNDING

Holsworthy BASC is totally parent fee funded. There are 70 Child Care Benefit (CCB) Commonwealth funded places for before school, 70 CCB places for after school and 50 CCB places during vacation care period. The service cannot accept any children after these numbers have been reached.

HOURS OF OPERATION

The centres operate during the following hours;

6:30am to 9.00am During the school term

2.30pm to 6.00pm During the school term

6.30am to 6.00pm During the school holiday period (varied over Christmas period)

The centre will remain open unless otherwise notified on Pupil Free / teacher Staff Development Days and fees will be based on Vacation Care rates for those attending.



FEES

The fee level is set by The Junction Works Ltd and is subject to an annual review. The Junction Works Ltd will undertake to give parents adequate notice of any changes in fees.

The annual enrolment fee also covers vacation care.

Please note: A **family** is two or more siblings or step-siblings from the same family enrolled for care.

Fees are calculated from the first week a child is in care and should be paid up to 2 weeks in advance at all times.

Fees are to be paid for each day a child is booked into the centre, including times when a child is absent due to illness or holidays unless due notice is provided.

All children must be collected by 6pm. An additional late pick up fee will be charged per child that is collected late from the centre which is to be paid within one week. A late pick up book is kept in the foyer and is used to record late pick ups and is signed by the person who undertakes the late pick up to ensure their understanding that a late pick up fee will be charged.

<u>Annual Enrolment fee (included vacation care):</u>	\$30.00 per child or \$50.00 per family
Before care:	\$13.50
Casual Before care:	\$14.50
After Care:	\$17.50
Casual After Care:	\$18.50

<u>Vacation Care only enrolment fee:</u> (for each Vacation Care period) \$	10.00 per child or \$20.00 per family
Incentre:	\$41.50
Incursion:	\$49.50
Excursion:	Varies dependent on activity.

Penalty Fees

Late payment of accounts fee (in excess of 14 days):	\$10.00
Late collection of children fee	\$20 per 15 minutes per child.
Not signing child into centre	\$5.00
No notice of cancellation or change of bookings (48 hours notice required):	\$5.00
No prior booking (Per occasion per child, 48 hours notice required)	\$5.00
Search fee (failure to notify of child not requiring pick up)	\$5.00

Public school staff and TJW staff discount:

5% discount for before and after and vacation care fees only applies.
 (Proof of employment must be provided e.g. current payslip)

CHANGES IN ENROLMENTS

Parents must give 2 weeks' notice of their intent to change the days their child attends the centre. If a space is available, a change in days may take place immediately otherwise the child must go onto a waiting list. If 2 weeks' notice is **not** given, the parents will be charged for the new days utilised as well as the days cancelled until the 2 week period expires. Parents must notify the service of additional days required

Parents must notify the service of any cancellations to their usual booked days. If parents do not notify the service, a fee will be charged for no notification of cancellations.

VACATION CARE

Fees for Vacation Care are to be calculated on a weekly basis and are to be paid up front on booking and enrolling. This payment is non-refundable should you decide to cancel the booking. If parents wish to swap days that they have booked their child into the centre, this will depend on whether or not there is a space available that day. Parents should give notice at least 2 days (48 hours) in advance to allow staff to make any changes that may be necessary. Parents will not incur a fee penalty if 2 days notice is given. If 2 days notice (48 hours) is not given, parents will be charged for the day/days they are cancelling.

OUTSTANDING FEES

The Junction Works Ltd endeavours to operate on a break even budget and the occurrence of outstanding fees is unacceptable.

All accounts are checked for outstanding fees every week. If a family has not attended the service for one week without notifying the service, the BASC Co-ordinator will contact the family to be appraised of the situation.

If any account is in arrears for 2 weeks, the family will be given one weeks' notice in writing to pay the account or they will be jeopardising their space in the service. Families are encouraged to contact staff to discuss a payment structure should they encounter any difficulties. Families who do not pay their fees within a reasonable time will be referred to The Junction Works Accounts Department.

The BASC Co-ordinator will also discuss all outstanding fee matters with the Manager and care may be refused.

WITHDRAWING FROM THE SERVICE

Families must give two weeks' notice of their intent to withdraw from the service in writing. A 2 weeks Giving Notice Form can be collected from the service.

The BASC Co-ordinator will arrange for a final account to be drawn up for the two week period calculated from the actual date of notification and to be given to the family.

If a family gives less than two weeks notice, this does not affect the final account which will still be calculated at two weeks.

ENROLMENT FORMS

Enrolment forms must be completed prior to the child commencing at the centre and are valid for that calendar year only. It is the parent/guardians responsibility to update all information on the form.

ELIGIBILITY FOR CHILDCARE ASSISTANCE

From July 2006, Childcare assistance will be available to many more families using outside School Hours care.

In addition, Childcare assistance will no longer be limited to families receiving more than minimum Family Payments.

To be eligible for Childcare Assistance parents must:-

- Meet Australian residency requirements.
- Pass on income and assets test.
- Have at least one dependent child who will attend or is attending care in a Commonwealth approved child care service.
- Pay a contribution towards the cost of care, and
- Meet immunisation requirements.

The BASC Co-ordinator can assist you further with this information.

HOW THE FAMILY'S CHILDCARE ASSISTANCE PERCENTAGE IS CALCULATED BY DEEWR.

The rate of Childcare Assistance is based on the family's income and is calculated by DEEWR in accordance with Family Payment and the Childcare Assistance Guidelines. The Junction Works Ltd staff use the Hubworks Program for processing of fees, CCBs and Lodgements.

CHILDCARE ASSISTANCE RECORD OF ALLOWABLE ABSENCES.

Families can take up to 30 allowable absences per child per calendar year for any reason.

There are several types of absences which do not count towards the 30 allowable absences. A child is not counted as absent if:

- The child or any member of the family is ill and a medical certificate is obtained from a doctor;
- The child would normally be in care but attends pre-school and the child care service is the contact for the child;
- It is a pupil free day and the child does not have to go to school and alternative child care arrangements are made for the child, or
- The parent or his or her partner does not have to work because it is a public holiday, a rostered day off, or because he or she is a shift worker who works a rotating shift.

PRIORITY

The main priority for a place in the centre is to children of working parents and those seeking work and parents involved in study.

PARENT INVOLVEMENT

Parents are welcome in the centre at all times and staff are happy to explain any activities. Parents may also participate in activities or in providing suggestions for future programmes. Parents are invited to make any offer of suggestions, praise or to voice any concerns they may have about the service.

PROGRAMMES

The BASC Co-ordinator is responsible for the planning of the activity schedule that will be displayed in a prominent position. The BASC worker, parents and children should feel free to contribute any ideas to this programme. The programme provided at the centre is in contrast to normal school activities that focus on education. The programme offers children opportunities for personal growth, enjoyment and participation in a range of interests and activities appropriate to their ages.

A time can be set aside for homework, however staff are not responsible for ensuring a child completes their homework. Staff will respect a child's right not to participate at times in an activity, including homework.

Whilst programmes need to be structured, it is important that programmes maintain a degree of flexibility to further meet the children's needs and to enable modification at short notice in case of poor weather etc.

The programme will include a time for refreshments, which will be nutritious and varied. Staff will ensure that all food is stored in an appropriate place and that it is prepared in a hygienic manner.

The programme will reflect the Aims of the service, reflecting the differing cultures and needs of the children.

EXCURSIONS

To ensure the smooth operation of the service, staff will give parents prior notice of all excursions, other than local walking excursions.

The Co-ordinator will advise the Manager of the excursion at least 2 days before the excursion.

All families will be notified of:

- Day and date
- Approximate departure and return times
- Mode of transport
- Location
- Cost
- Requirements - **hats**, sunscreen and a bottle of water.

Staff will take a list of all families contact numbers and a list of children attending on the day of the excursion.

Child Care will be provided at the centre for children who are not attending the excursion, when an excursion takes place.

SUPERVISION OF CHILDREN

- Children are to be in full view of staff at all times (except when a child is using a toilet).
- Children will be escorted to an area in the playground at 8.40 am by a member of staff and not left until a school staff person has arrived.
- Children cannot leave the centre without parental consent or without being signed out by an authorized person.
- Children will be escorted to and from the park area or areas where activity is taking place.
- Staff will conduct regular head counts and be clear of who is attending the centre that day and who is in their group if the group is split up.

DROPPING OFF CHILDREN

- Children are not to be left at the centre at any time prior to the opening hours of the centre.
- On arrival the person bringing the child is responsible to sign the child in on the sign-in sheet next to the child's name, indicating time of arrival. It is a legal requirement that all children are signed into the centre by their parent or responsible adult. Any time a child is not signed in and is dropped off in the car park a fine of \$5 per child will be applied to your account.
- Any points of information are to be recorded in the Communication Book Diary, such as any particular requirements for the day or any changes to who will collect the child.
- Children are to place their belongings in the lockers provided.
- The person dropping off the child must ensure that a staff member is aware of the child's presence before leaving the centre, and that any special needs are communicated.
- Should a child require medication of any kind, parents must fill in and sign the Medication Form. Copies of the Medication Form can be collected from staff.

COLLECTION OF CHILDREN

To ensure the safety of children attending the service, staff will follow certain procedures when children are collected by a person other than the nominated adult.

If this person has been nominated over the telephone by the parent, staff will write down the details of the telephone call including the name of the person who is to collect the child. Upon collection of the child, staff will seek identification from the person collecting the child.

If a person who has not been nominated by a parent arrives to collect a child, staff will immediately contact the parent to seek clarification.

NO CHILD WILL BE HANDED OVER TO A PERSON WHO HAS NOT BEEN NOMINATED OR CONFIRMED.

LATE COLLECTION OF CHILDREN

Children must be collected by 6pm from the BASC centre as the service is only licensed to operate within the structured hours. The service has an obligation to ensure the safety of children in care and as such has set up strategies to address any such situations that may arise. Certain procedures will follow if a child/children are collected late and continued lateness could jeopardise the child's/children's placement.

- A staff person will contact the parent or the authorised emergency contact person if the parent is 10 minutes late.
- If no-one collects the child/children, staff will contact the after hours number for the Department of Community Services for them to come and collect the child.
- The Co-ordinator of the centre will speak with the parent on this matter.
- If the child/children are collected late on more than one occasion, a letter will be sent to parents regarding the matter. A late fee of \$20.00 per 15 minutes will be charged to the parents.
- Continued late collection of the child/children could result in the loss of placement.

CONFIDENTIALITY

Staff will maintain records and information on children and families that use the service in a manner that is respectful of every person's right to privacy and confidentiality.

COMPLAINTS AND GRIEVANCES

The Junction Works Ltd welcomes parents to raise any issues of concerns to ensure the continuance of a quality programme. You can do this by writing in our complaints folder which is located in the front foyer.

Parents should feel free to express their concerns to the BASC Co-ordinator, BASC Workers who are based at the centre or to their Manager.

Staff will take notes on the situation and set about to address the situation through discussion, action and evaluation. Staff should always make known these incidents to their supervisor.

HEALTH AND SAFETY

We have a strong commitment to the provision of a safe and healthy environment to the OOSH service and have developed a number of guidelines to achieve this aim.

GENERAL

- BASC services will have a telephone and Mobile phone that is readily accessible to the coordinator and staff at all times.
- The service will ensure that all children have access to drinking water at all times.
- The BASC staff will ensure the individual safety of each child against harassment and/or threat by persons known or unknown to the service and will contact the necessary authorities if deemed necessary.
- No animal or bird will be kept on the premises which is likely to be a source of infection or which in any way may be detrimental to the well being of the children.
- Staff of The Junction Works are required to notify the Department of Community Services about any cases of abuse or neglect against children as all staff are mandatory Reports.

TRANSPORT

- Staff will ensure that any vehicles used to transport children comply with the appropriate road transport regulations and have appropriate insurance requirements in place.
- Staff will ensure that all children being transported have the written consent of their parents.
- Staff will always carry with them a list of children they are transporting.

FIRE DRILLS

- The safety of children is paramount in the case of fire and other emergencies and as such the service will develop emergency procedures in consultation with the school they are housed at and with any appropriate local authority.
- Staff will ensure that all staff and children are familiar with these procedures and practice these procedures a minimum of once per term with the children including new children and those who only use the service on a casual basis.
- The Junction Works staff have received training as Fire Wardens and both the BASC Coordinator and BASC Worker are nominated as Fire Wardens.

HARASSMENT AND THREATS OF VIOLENCE

- If a person/s known or unknown to the service harasses or makes threats to children or staff at the centre, or on an excursion, staff will:
 - Calmly and politely ask them to leave the centre or the vicinity of the children.
 - Be firm and clear and remember your primary duty is to the children in your care.
 - If they refuse to leave, explain that it may be necessary to call the police to remove them.
 - If they still do not leave, call the police.
 - If the Coordinator is unable to make the call another staff member should be directed to do so.
- Where possible staff will calmly move the children away from the person.
- No staff member is to try to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible and wait for the police.
- Staff should be aware of any unfamiliar person on the premises and find out what they

- want as quickly as possible and try to contain them outside the centre.
- Staff will report the incident to the School Principal and the Manager.

BUILDING

- The service shall ensure that the venue, grounds and all equipment and furnishings used are maintained in a safe, clean, hygienic condition and is in good repair at all times.
- Every effort will be made to ensure a vermin free environment.
- Suitable storage and garbage facilities will be provided and regularly attended too.
- The programme area will have suitable heating, cooling, ventilation and lighting.
- Hazardous machinery, chemicals and activities which are likely to cause potential danger to children are not to be used or undertaken whilst the service is in operation and locked away at all times.

IMMUNISATION

- To help address the low number of Australian children who are up to date with immunisation the Federal Government has linked the payment of Childcare Assistance to immunisation for children aged under 7.
- As of the 4th of May 1998, families seeking Childcare Assistance for the first time for a child who is aged less than 7 years old will need to meet the immunisation requirements.
- Families with children who have up to date immunisation will need to complete a form stating that the child is fully immunised.
- Where the child is not immunised, the family will have 28 days to meet the immunisation requirements or to obtain one of the exemptions for the centre or the Medicare Office. This will require the family to get the form signed by an immunisation provider, return it to Medicare or Centre link or post it to the Health Insurance Commission. The parent will then sign a form at the centre indicating they have completed and handed in the form.
- During the 28 days Childcare Assistance is payable for the child, but at the end of the 28 days, Childcare Assistance cannot be paid if the child still does not have an appropriate immunisation status, and the parent will be required to pay full fees.

MEDICATION

- Medication should be stored in a safe place that is not accessible to any children and will only be administered with the written consent of the parent/guardian.
- In an emergency when a child's parent/ guardian cannot be contacted, medication will only be administered with the consent of a medical practitioner. *In emergency situations, an ambulance will be called.*
- If any medication is administered to a child by staff, records shall be kept detailing the medication used, the date, time, and dosage of the administration and the name of the child it was given to.

INFECTIOUS DISEASES

- Children who have an infectious disease are not to attend the centre whilst they are still infectious. Parents should seek medical advice as to when the child is healthy enough to return to the centre.
- Health and hygiene practices will be observed at all times and staff should have access to current information to minimise the health risks to staff and children.
- If a child has an infectious disease eg Measles, parents of children who have not been immunised will be contacted and advised not to attend the centre until the threat of contagion has ceased.

ILLNESS AND ACCIDENTS

- Staff will ensure that a sick or injured child will be kept under adult supervision until a parent/guardian can collect the child.
- If a child requires immediate attention in the service, all reasonable attempts are made to contact the parent/guardian for consent or the consent of registered medical practitioner.
- In the event that a child has a serious injury an ambulance will be called to take the child to a hospital. The parents will be responsible for all medical costs, including the ambulance.
- If a child receives a knock to the head, the parent will be advised immediately or as soon as possible.
- Staff will complete the necessary paperwork for all illnesses and injuries occurring in the service.
- Staff will notify the Manager at The Junction Works of all serious injuries.

SUN PROTECTION

Australia has the highest incidence of skin cancer in the world. The Junction Works Ltd seeks to promote positive attitudes and practices towards skin protection for children attending BASC centres given that most damage to the skin occurs during childhood and adolescence.

- Parents are asked to provide an adequate hat that protects the face, neck and ears and to encourage their children to wear a hat at all times in the warmer months of the year. The hats will be worn at all times by the children when outdoors.
- Outdoor activities will be held, wherever possible in shady areas.
- Staff will apply 15+ sunscreen on all unprotected areas of the skin when children are playing outdoors. This will be carried out between the months of October and March.
- Staff are aware that children can quickly become dehydrated in hot weather. Water or juice is therefore on hand for outdoor activities and staff take a drinks supply with them on any excursions. Parents are encouraged to supply appropriate drinks for the day for their child.
- Parents will advise Staff if their child has an allergic reaction to sun screens and are asked to provide an alternative sun screen if necessary.
- Staff will follow the Sun Policy and procedures set out in the Policies and Procedures Manual.

NON SMOKING AND CLEAN AIR

In the interests of the staff and children at the service, an environment free of tobacco and pollutants will be maintained.

- A non smoking policy exists at all times and applies to parents, staff and visitors.
- Staff will ensure the elimination of air fresheners, all acrylic paint and glues, products which contain glycol M₀n butyl ether, texta's containing hexane and xylene.
- The room temperature will be maintained where possible to provide a comfortable temperature and fresh air.

NOTIFICATION OF THE DEATH OF A CHILD

In the unfortunate event of the death of a child whilst in care of the service, certain persons must be notified of the occurrence and staff must be aware of the limit of their role.

In the event of an accident and possible death of a child the following must occur;

- Ring the ambulance.
- Notify the parent of the accident and only inform them of their need to go directly to the hospital. The parent must never be informed of the possible death of a child. A doctor is the only authority legally allowed to pronounce a person dead.
- Notify the Manager, the nearest police station, and the Department of Community Services.
- A staff member will accompany the child to the hospital if possible.

NOTE; The doctor or police will notify the family of the death of a child.

ACQUIRED IMMUNE DEFICIENCY

Confidentiality: If a staff member is told that a child, or a child's parent or another staff member is infected with HIV, this information will remain confidential.

Anti-discrimination: Staff, parents and children will not be discriminated against on the grounds of having, or being assumed to have HIV. No child or staff member will be denied first aid at any time.

Non-exclusion: There is no evidence of the spread of AIDS through normal social contact and therefore no child will be excluded from the service who may have this condition.

Being infected with HIV is not grounds for exclusion of a child, parent or staff member.

Staff will continue to use appropriate hygiene measures.

All records on children will remain confidential.

STAFF INTERACTIONS WITH CHILDREN

CHILDREN'S RIGHTS

The service will undertake to ensure that the dignity and the rights of the child are maintained at all times.

Every child in the service has the right to feel safe and secure.

Staff shall discuss with children the programme and ensure that the children have input into future programmes.

Staff will relate with the children in a positive manner, taking time to ensure that they are aware of each child's individual needs.

DISCIPLINE

For the benefit of all the children and the effective operation of the centre, a certain level of behaviour is expected from each child.

Staff will maintain appropriate standards of discipline giving positive guidance towards acceptable behaviour through positive reinforcement.

Staff will consider each child as an individual when considering discipline. Discipline will be carefully planned and implemented in a consistent manner being appropriate to the age of the child.

Staff will try to be aware of any changes in a child's general behaviour or of dramatic and or traumatic changes in a child's life.

When considering discipline, staff will highlight positive behaviour, redirect children who are acting out, be a good role model and use the time-out method to encourage positive behaviour.

Parents will be notified if a child is continually displaying inappropriate behaviour or if their behaviour is of particular concern. A child's continued unacceptable behaviour could put their place in jeopardy.

Children will **not** be subjected to or threatened with any form of corporal punishment, or punishment by solitary confinement, immobilisation or frightening techniques.

PERSONAL POSSESSIONS

Children are not to bring aggressive toys such as, guns/swords into the centre.

The Junction Works Ltd accepts no responsibility for children's clothing or for possessions brought in by the children.

Any projects for school that are brought in by children can be given to staff for safe keeping until they leave the centre.