



This resource provides templates for policies, procedures and forms to support Centres when writing or reviewing policies and procedures.

POLICY & PROCEDURE RESOURCE SET



EARLY CHILDHOOD EDUCATION

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Policy and Procedure Resource

This resource contains:

PDF DOCUMENT WHICH INCLUDES:

Guidelines for using this Policy and Procedure Resource

- What your Operations Manual should include
- A suggested process for developing policies and procedures
- A suggested process for reviewing policies and procedures
- Using the Form templates

SEPARATE WORD TEMPLATES FOR POLICIES / PROCEDURES (PT)

'Curriculum' Policies and Procedures

- PT.1 Bicultural Policy
- PT.2 Curriculum Policy
- PT.3 Developing Social Competence in Children Policy
- PT.4 Special Needs Policy
- PT.5 Transitions Policy

'Premises and Facilities' Policies and Procedures

- PT.6 Premises and Facilities Policy
- PT.7 Sleep Policy
- PT.8 Smoke-Free Policy

'Health and Safety' Policies and Procedures

- PT.9 Child Protection Policy
- PT.10 Excursions Policy
- PT.11a Health and Safety At Work Policy
- PT.11b Health and Safety For Children Policy
- PT.11c Health and Safety Hazard Management
- PT.11d Health and Safety Workplace Management
- PT.11e Health and Safety Staff Injury And Illness Management
- PT.11f Health and Safety Emergency Procedures

'Governance Management and Administration' Policies and Procedures

- PT.12 Communication Policy
- PT.13 Complaints Procedure
- PT.14 Enrolment Policy
- PT.15 Finance Policy
- PT.16 Parent Information Policy
- PT.17 Personnel Policy
- PT.18 Privacy Policy
- PT.19 Internal Evaluation Policy

Policy List

- PT.20 Policy List

SEPARATE WORD TEMPLATES FOR FORMS (FT)

Blank Forms

- FT.1 Accident Form
- FT.2 Accident Register Form
- FT.3 Administration Of Medication Parent Approval Form
- FT.4 Administration Of Medicine Training Record
- FT.5 Agency Contact Form
- FT.6 Annual Plan
- FT.7 Daily Hazard Checklist
- FT.8 Emergency Drill Form
- FT.9 Hazard Identification Form
- FT.10 Illness Register - Over Two's Form
- FT.11 Illness Register - Under Two's Form
- FT.12 Nappy Change Chart
- FT.13 Policy Review Plan
- FT.14 Record Of Food Provided - Weekly Menu Form
- FT.15 Record Of Food Provided Form
- FT.16 Serious Harm Or Illness Form
- FT.17 Sleep Chart
- FT.18 Sleeproom Supervision Record (Three versions - use the one that suits your requirements)
- FT.19 Supervision Roster
- FT.20 Early Learning Centre Hazard Register
- FT.21 Safety Audit For New Equipment Resources Processes Or Services
- FT.22 Staff First Aid Certificates
- FT.23 Professional Learning Application Form
- FT.24 Staff Leave Form

SEPARATE WORD TEMPLATES FOR OPERATIONS FOLDER (OT)

Cover and Dividers

- OT.1 Operations Manual Cover
- OT.2 Curriculum Policies and Procedures Section
- OT.3 Premises and Facilities Policies and Procedures Section
- OT.4 Health and Safety Policies and Procedures Section
- OT.5 Governance Management and Administration Policies and Procedures Section
- OT.6 Forms Section
- OT.7 Supporting Documents Section

Guidelines for using this Resource

Every Centre is different and has their own way of working. The documents in this resource provide a generic model and are a starting point for a Centre developing their Operations Manual.

The content of each Policy or Procedure has been developed to reflect the current requirements of the Licensing Criteria at the time of writing. **Centres will need to read each policy carefully and make changes to meet the needs of their Centre.** In addition to the policies and procedures provided each Centre will develop their own Philosophy Statement to meet the purpose, values and beliefs of their service.

Changes in legislation and licensing requirements and differing views and perspectives may mean that policies need to be altered or updated. We appreciate any feedback that will ensure this resource reflects current perspectives.

There will be updates to these documents if and when there are changes or new perspectives for the content of policies and procedures.

What your Operations Manual should include:

The Operations Manual is a folder where all policies, procedures, forms and relevant documents are kept to demonstrate your Centre is meeting the Licensing Criteria for Early Childhood Education and Care Centres 2008.

The starting point for using this resource is to set up your Operations Manual Folder with Sections using a similar format to that in the Licensing Criteria. An Operations Manual Folder should include:

- Supporting Documents:
 - Copy of the Education (Early Childhood Services) Regulations 2008 and Licensing Criteria for Early Childhood Education and Care Centres 2008
 - Copy of Early Childhood Education Curriculum Framework
- A section for each of the Licensing Standards in the Criteria:
 - Curriculum
 - Premises and Facilities
 - Health and Safety
 - Governance Management and Administration
 - Forms

Note: Editable Word templates for the Operations Manual Cover and Sections are also included in this resource - just add your Centre name to the header.

Using these Policies and Procedures and Forms:

This resource can be used to develop policies and to review policies. The policies and procedures have been developed to be generic so there will be aspects that are not relevant in some Centres - and there will be information that needs to be added that is specific only to the context of individual settings. In each case a Centre should read the relevant policy and make the changes as required. The following are procedures that can be followed:

A suggested process for developing policies and procedures:

1. Read the policy or procedure in this resource.
2. Make the changes to personalise the policy or procedure to your Centre.
3. Consult with the Centre Community for feedback and suggestions.
4. Make any changes and check that all requirements of the Licensing Criteria have been met.
5. Share the policy with the Centre Community for final consultation and ratification.
6. Add the 'Date Adopted' and 'Date for Review' in the footer of the document.
7. Place the printed policy and/or procedure with the reviewed version in your Operations Manual.

A suggested process for reviewing policies and procedures:

1. Read the current Centre policy and procedure and consider if it reflects current practices.
2. Read the template in this resource.
3. Compare the two policies and decide those areas that need to be changed.
4. Consult with the Centre community about the suggested changes, request their feedback and suggestion for further changes.
5. Make any changes and check that all requirements of the Licensing Criteria have been met.
6. Share the policy with the Centre Community for final consultation and ratification.
7. Add the new 'Date Adopted' and 'Date for Review' in the footer of the document.
8. Replace the previous policy and/or procedure with the printed reviewed version in your Operations Manual.

Using the Form templates:

- All forms are created in Word and are able to be edited.
- Add the Centre name in the footer section of the forms.
- All spaces can be edited to make more or less space for information as required.
- It is recommended that Centres use the form in its current format and then make adjustments to suit the documentation style of the staff using them.
- Completed Forms can be printed and stored in the Centre filing system.
- It is recommended that all forms are printed and filed in separate sections to enable them to be reviewed if required.

Should you require any further assistance, don't hesitate to contact us.



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