

Policy Statement

This policy acts to ensure that:

- All Educators, staff, children and parents/guardians are familiar with information and procedures to reduce the spread of Coronavirus (COVID 19)

Explanation

COVID-19 is a respiratory illness caused by a virus. Symptoms include fever, coughing, sore throat and shortness of breath. The virus can spread from person to person, but good hygiene can prevent infection.

People are often infectious before symptoms appear. Therefore, it is important for Educators to operate with good hygiene practices at all times. Excluding sick children, Educators and staff is one of the most important ways, together with good hygiene to limit the spread of infection within the service.

It is important that the Approved Provider, Coordinators, Educators and Staff act appropriately, and with sensitivity when dealing with a child and family where there has been an outbreak of COVID-19.

Educators, Coordinators and parents/guardians need to keep informed about the range of symptoms that are associated with COVID-19.

Goals

- To have clear health and hygiene guidelines as outlined by the Australian and NSW Government to reduce the risk of Covid-19 spreading

Roles and Responsibilities

Approved Provider and Coordinators

- Abide by the Australian and NSW Governments guidelines in relation to COVID-19
- Refer to and follow the CKC COVID-19 Risk Assessment and use this as a point of reference regularly
- Follow the Inclusion and Diversity and Socialisation and Positive Behaviour Guidance Policies and additional procedures in relation to COVID-19

Policy Created
April 2020

Policy Last Updated
February 2023

Policy Review Date
February 2025

- Maintain a high level of hygiene through regular cleaning and washing of hands
- Follow the Infectious Disease policy
- The Approved Provider to inform Coordinators, Educators/staff and families of updated information that has been released by the Australian Government through Newsletters and Facebook
- Add any absences due to Covid-19 to the Illness/Absence record
- The Approved Provider to follow the current advice of the Department of Health and Infectious Disease Unit when it comes to notifying of positive cases

Educators

- Abide by the Australian and NSW Governments guidelines in relation to COVID-19
- Refer to and follow the COVID-19 Risk Assessment and use this as a point of reference regularly
- Follow the Inclusion and Diversity and Socialisation and Positive Behaviour Guidance Policies and additional procedures in relation to COVID-19
- Maintain a high level of hygiene through regular cleaning and washing of hands
- Follow the CKC Infectious Disease policy
- Advise the Approved Provider if they are showing any symptoms of COVID-19
- Educators/staff to advise the Coordinators or Approved Provider if families advise of an absence from the service
- Keep up to date with current information that has been released by the Australian and NSW Governments

LINKS TO:

- **Education & Care Services National Law**
Section 167
- **Education & Care Services National Regulations**
77, 88, 168, 169, 170
- **National Quality Standards/Elements:**
2.1, 2.2
- **Child Safe Standards**
1, 2, 3,4, 5, 6, 7, 8, 9,10

Families

- Abide by the Australian and NSW Governments guidelines in relation to COVID-19
- Advise the service if their child will be absent and, if they are showing any symptoms of COVID 19, are self- isolating or have been exposed to someone with COVID-19
- Follow the services COVID-19 Risk Assessment
- Follow the Inclusion and Diversity and Socialisation and Positive Behaviour Guidance Policies and additional procedures in relation to COVID-19
- Maintain a high level of hygiene through regular cleaning and washing of hands
- Follow the CKC Infectious Disease policy

Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

SOURCES

- Education and Care Services National Regulations - December 2021
- Education and care Services National Law - January 2022
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations - October 2017
- Guide to the National Quality Standard - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- Belonging, Being and Becoming – The Early Years Learning Framework for Australia
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services, National Health and Medical Research Council (NHMRC), 5th Edition 2012
- Network of Communities
- Australian Government Department of Health

LINKS TO OTHER POLICIES:

- Handwashing
- Inclusion & Diversity
- Infectious Diseases
- Socialisation & Positive Behaviour Guidance