

Policy Number	Version	Approval Date	Category	Owner
POL-DOC-OC2-001	1.0	29/08/2025	Delivery of Core Operations and Capability	GM Fun Squad
<b>Policy Statement</b>				
<b>Purpose</b>	As the Approved Provider, Queensland Police-Citizens Youth Welfare Association (PCYC Queensland) is committed to ensuring that every reasonable precaution is taken to protect children being educated and cared for by the service, from harm and any hazard likely to cause injury. The purpose of this policy is to ensure Fun Squads consider the health and safety of all children as our first and foremost priority.			
<b>Scope</b>	This policy applies to all PCYC Queensland's Fun Squads and all those employed by or involved in PCYC Queensland, including and not limited to: Employees, volunteers, trainee students/students on practicum placement, parents/carers. For the purpose of this policy collectively referred to as "staff"			

## 1.0 Definitions

**Advisory Support Committee** - utilised for recommendations regarding specialised adjustments. The Advisory Support Committee is coordinated by the Regional Manager and will consist of the Area Manager, Service Manager, and other internal professionals where required. Other key external support agencies and specialists may be consulted for expert knowledge.

**Authorised nominee** – (in relation to a child) is a person (usually an emergency contact outlined in the Enrolment Record) who has been authorised by a parent or family member to provide consent for collection of the child, administration of medication for the child, medical treatment of the child, transportation for the child and taking the child outside of the service. (A parent/carer or authorised contact of a child does not include a person whose access to the child is prohibited or restricted by an order of a court or tribunal of which the Approved Provider and Nominated Supervisor is aware; or who is deemed an inappropriate person as per the definition herein).

**Communication Plan** – A plan that forms part of the policy and outlines how the service will communicate with families and staff in relation to the policy. The communication plan also describes how families and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of any medical condition such as anaphylaxis is enrolled at the service.

**Health care need** – for the purpose of this policy health care need includes any physical, developmental, mental, sensory, behavioural, cognitive, or emotional impairment or limiting condition that requires medical management, health care intervention, and/or use of specialised services or programs and does not fall into learning and development definition.

**Inappropriate person** – a person who may pose a risk to the safety, health or wellbeing of any child or children while at the service or whose behaviour or state of mind or whose pattern of behaviour or common state of mind is such that it would be inappropriate for him or her to be at the service.

**Incident, injury, trauma and illness** – the event where or when a child is injured, becomes ill or suffers a trauma.

**Infectious disease** - a disease that would require a person with the disease to be excluded from the service (refer to [Staying Healthy Preventing Infectious Diseases in Early Childhood Education and Care Services 6th Edition, 2024](#)).

**Learning and development diagnosis** - are impairments in a child's physical, cognitive, language, or behavioural development. They can impact everyday functioning and usually last throughout a person's lifetime.

**Medical condition** - a condition that has been diagnosed by a registered medical practitioner. The term relevant medical condition which requires a Medical Management Plan is a medical condition that has been diagnosed by a registered medical practitioner and requires the service to be aware, make reasonable adjustments, or impacts the child in any way during their attendance at the service.

**Medical Management Plan (MMP)** - A document that has been prepared and signed by a registered medical practitioner (in Australia) that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition and includes the child's name and a photograph of the child. An MMP may be in a format provided by the registered medical practitioner (e.g. a letter), or by a peak body (e.g. the National Asthma Council Australia's Asthma Action Plan).

**PANOSH** – Physical Activity and Nutrition Outside School Hours is a resource to assist in the development of menus and programming of physical and cooking activities.

**Reasonable Adjustment** – are actions taken by the service to ensure that a child with a disability and/or medical condition can access the program equitably.

**Risk Minimisation Plan** – A document prepared by service staff for a child, in consultation with the child's parents, setting out means of managing and minimising risks relating to the child's specific health care need, allergy or other relevant medical condition.

**Smoking products** - can include tobacco products, herbal cigarettes, loose smoking blend, personal vaporisers (such as [electronic or e-cigarettes](#), e-cigars, vape pens) and personal vaporiser related products (e-liquids and e-cigarette parts), smoking related products or packages or cartons of these items.

**Specialised Care Tasks** - is a specialised task performed to care for a child with a medical condition. Examples include (but are not limited to), administration of medication via injection (except EpiPen), peg/tube feeding, tracheostomy care and stoma care.

## 2.0 Principles

PCYC Queensland's Fun Squads are committed to ensuring we meet the requirement of the National Quality Standards. This policy relates to Quality Area 2 Children's Health and Safety.

<b>2.1 Health</b>	<b>Each child's health and physical activity is supported and promoted.</b>
2.1.1 Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2 Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3 Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
<b>2.2 Safety</b>	<b>Each child is protected.</b>
2.2.1 Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2 Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3 Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.

## 3.0 Roles and Responsibilities

It is the responsibility of:

### Approved Provider – Board of PCYC Queensland

- Delegate operational oversight and reporting responsibilities to the CEO as appropriate but retain ultimate responsibility as the Approved Provider

### Chief Executive Officer

- Ensure policies and procedures are in place in relation to Children's Health and Safety for Fun Squads
- Monitor compliance with operational environment through management reporting
- Ensure familiarity with legislative and statutory requirements
- Support the implementation of and compliance with PCYC Queensland policies and procedures
- Delegate daily operational management and compliance reporting responsibilities to the General Manager Fun Squad as appropriate but retain operational oversight accountability

### General Manager Fun Squad

- Ensure children's safety and wellbeing is paramount in all decision-making
- Ensure clear understanding and service compliance of legislative and statutory requirements
- Ensure development and implementation of policy
- Monitor adequacy of internal controls to ensure they are operating within legislative and best practice requirements
- Provide reports on all aspects of the Fun Squad services to the CEO as needed

- Authorisation where limiting access to the service or cancelling a child's enrolment
- Liaise with relevant internal departments to ensure they fulfill their respective responsibilities in relation to this policy

## **State Operations Manager Fun Squad**

- Provide operational oversight and strengths-based leadership through active engagement with all services through line managers and site visits
- Ensure legislative requirements are understood and implemented
- Develop, implement, and regularly report against the legislative requirements to the GM Fun Squad
- Socialise and implement all PCYC Queensland policies and procedures
- Ensure children's health and safety is paramount to guide effective service decision making, oversight and management support
- Provide considerations and form part of the Advisory Support Committee as required

## **Regional Manager Fun Squad**

- Provide strengths-based leadership through active engagement with Area Managers and site visits
- Ensure legislative requirements are understood and implemented
- Actively review and monitor compliance of services and escalate as necessary
- Ensure PCYC Queensland policies and procedures are applied consistently across all services within their region
- Systematically identify and manage risks and compliance issues to services within their region
- Ensure children's safety and wellbeing is paramount to all decision-making
- Build relationships with and oversee reporting and responses to the Regulatory Authority are within the required timeframe

## **Area Manager Fun Squad - Daily representative of the Approved Provider**

- Ensure children's safety and wellbeing is paramount to all decision-making
- Provide strengths-based leadership through active engagement with Service Managers and regular site visits
- Audit and monitor practices at the service against legislative requirements and the National Quality Standards and develop and record actions to address any gaps
- Support Service Managers to make decisions about their service within the delegation of authority
- Submit notification or application to the Regulatory Authority online using the National Quality Agenda (NQA) ITS portal where required
- Approval of risk assessments (ensuring appropriate control measures are in place to protect children from harm and from any hazard likely to cause injury)

## **Service Manager Fun Squad - Nominated Supervisor**

- Ensure children's safety and wellbeing is paramount to all decision-making
- Provide strengths-based leadership within the service and inform Educators of the daily operational requirements through Daily Musters
- Reflect on and adjust practice to ensure compliance with legislative requirements and all PCYC Queensland policies and procedures
- Understanding of mandatory reporting requirements and report appropriately and within required timeframes
- Establish systems and process for service delivery that puts children's health and safety as a first and foremost priority to minimise risks so far as is reasonably practicable

## Responsible Person

- Ensure children's safety and wellbeing is paramount to all decision-making
- Ensure service delivery is in accordance with the relevant legislation and PCYC Queensland policies and procedures
- Undertake day to day management of the service, ensuring key management and operational tasks or issues are addressed
- Be available and accessible at the service as the first point of contact and to meet with parent/carers to discuss the service, the child's needs and to answer any questions
- Provide strengths-based leadership within the service and inform Educators of the daily operational requirements through Daily Musters
- Adopt a risk management approach to determining approval and refusal of children's attendance
- Complete mandatory reporting to the appropriate agency within the required timeframe

## Educator

- Ensure children's safety and wellbeing is paramount to all decision-making
- Ensure familiarity and adherence to PCYC Queensland policies and procedures
- Have a working knowledge of the Regulatory Authority and governance of Fun Squad services
- Have a working knowledge of reportable incidents and report these to the Responsible Person immediately
- Observe privacy and confidentiality ensuring personal information is not divulged or communicated directly or indirectly to another person
- Undertake required training by agreement and provide evidence of training and competence as applicable
- Provide written consent before being required to assist children with medical conditions (where applicable)

## Parent/carer

- Abide by the rules, regulations, and conditions of enrolment and entry when utilising the service
- Provide the service with information required for the service to discharge their duties to keep children safe
- Ensure details in enrolment and attendance is kept current and accurate
- Provide the service with written authorisation and/or refusals for their child's participation in relevant aspects of the service or program

## 4.0 Children's Health

### 4.1 Environment to be free from Tobacco, Vaping Devices, Vaping Substances, Drugs and Alcohol

PCYC Queensland's Fun Squad is committed to maintaining a tobacco, vaping, illicit drugs, and alcohol-free environment.

The service will ensure the environment is free from the smoking products, alcohol and illicit drugs.

All Educators, volunteers, and visitors must at all times be fit to perform their duties safely and otherwise be free from the influence of alcohol and non-medically prescribed drugs, while on site or involved in service activities.

There are specific locations where it is illegal to smoke or vape (including schools), including exclusion boundaries. All parent/carers and Educators are required to adhere to the legislated conditions which includes not smoking at:

- public or private schools or within 5 metres beyond their boundaries
- all school carparks
- a ECEC facility or within 5 metres beyond their boundaries which encompasses Fun Squad services

*Regulation 82*

*Resource:* [Extended smoke-free protection at schools fact sheet for school communities](#)

## 4.2 Sleep and Rest for Children

Sleep and rest are essential for children's growth, development and wellbeing. Reasonable steps will be taken to ensure that children's need for sleep and rest are met, with consideration to their age, development stage and individual needs of children. Each service supports sleep and rest in the environment set-up and adequate supervision to ensure comfort is provided for each child's individual sleep, rest, and relaxation needs.

The service will communicate with parents/carers at the time of enrolment and ongoing throughout the child's enrolment, about their child's individual needs and be sensitive to different values and parenting beliefs, cultural or otherwise, associated with sleep and rest. The service includes sleep and rest as part of their *Risk Assessment* that is reviewed at least once every 12 months.

*Regulation 84A, 84B, 84C, 168(a)(v)*

*Supporting Documents:* *Sleep and Rest Fun Squad Guideline* [GDL-DOC-OC2-001](#)

## 4.3 Administration of First Aid

During all operating times, adequate personnel and first aid facilities will be provided and maintained, for the effective emergency management of injured or ill children, Educators, volunteers, and visitors.

Each service ensures at least one Educator is in attendance and immediately available at all times children are in attendance, who holds a current approved first aid qualification, asthma and anaphylaxis training. First aid kits are suitably equipped, appropriate to the service approved number of children and located in a place easily recognisable and readily accessible to adults.

*Regulation 89, 136, 168(2)(a)(iv)*

*Supporting Documents:* *First Aid Management Procedure* [PRO-CPL-SW0-010](#), *Staffing Arrangements Fun Squad Policy* [POL-DOC-OC4-001](#)

## 4.4 Nutrition, Food and Beverages and Dietary Requirements

A [Weekly Menu](#) will be prepared and displayed where it is accessible to parent/carers at the service as well as on Storypark. Food and beverages are nutritious, adequate in quality and considers the dietary requirement of individual children, the child's growth and development needs and any specific cultural, religious or health requirements. The children at the service will have access to safe drinking water at all times. [Physical Activity and Nutrition Outside School Hours \(PANOSH\)](#) and the [Australian Dietary Guidelines](#) will be met in the development of menus and programming of physical and cooking activities at each service.

Menu items are subject to change; all changes will be recorded on the menu to accurately record food and beverages provided by the service.

The service implements safe health and hygiene practices for handling, preparing, and storing of food. Risk to children is minimised by maintaining high standards of cleaning and sanitising through the creation and completion of a cleaning schedule.

*Regulation 77 78 79 80 168(2)(a)(i)*

*Supporting documents: Cleaning and Sanitising Fun Squad Guideline [GDL-DOC-OC2-002](#)*

## 4.5 Managing Infectious Diseases

Reasonable steps are taken to prevent the spread of infectious diseases at all services. Where a child is suspected or identified as having an infectious disease, the service will contact the parent/carer or listed emergency contact of the child to notify them of the situation which may require collection of their child.

Children diagnosed with an infectious disease will be excluded from the service, using the guidelines in *Staying healthy: Preventing infectious diseases in early childhood education and care services - 6th Edition* until medical clearance has been provided to prevent the spread of the infectious disease.

All parents/carers will be notified of a reported infectious disease and a *Medical Alert* [FRM-DOC-OC2-023](#) will be displayed at the service and will be recorded on the *PCYC Queensland Incident Management System (IMS)*.

*Regulations 88 168(2) (c)*

*Supporting documents: [Dealing with Infectious Disease Procedure](#), [Staying healthy: Preventing infectious diseases in early childhood education and care services – 6th Edition](#), [Communicable Diseases – Department of Health and Aged Care](#)*

## 5.0 Managing Medical Conditions in Children

Ensuring the safety and wellbeing of children with medical and health conditions is essential for the service to fulfill its duty of care effectively.

When a service is made aware of a child's specific diagnosed health care need, allergy, or relevant medical condition (either temporarily or permanently), it is the shared responsibility, commitment, and accountability of both the parent/carer and service to ensure that the child's needs are adequately identified and addressed.

### Medical Management Plan

- Each child with an identified specific diagnosed health care need, allergy, or relevant medical condition requires a *Medical Management Plan* (also known as Medical Action Plan or Emergency Action Plan), which must be followed including what to do in the event of a medical incident. The *Medical Management Plan* provided to the service remains current for the time as outlined by the Medical Practitioner. If at any point the service has concerns that the plan does not accurately reflect current needs, an updated plan may be required.

### Risk Minimisation Plan and Communication Plan

- In collaboration with the parent/carers, the service must develop a Risk Minimisation Plan and Communication Plan to ensure staff understand and are qualified to meet each child's individual needs and to determine whether the service is appropriate for the child. These plans will be reviewed whenever there is a significant change or alteration to the Medical Management Plan, an incident occurs, or annually (whichever occurs first). Consent of Fun Squad Educators may need to be

obtained before undertaking certain care tasks or performing specialised care tasks that are included in the risk minimisation plan.

NOTE: For children with learning and development diagnosis and no relevant allergy, medical or health condition as defined under this policy, refer to *Relationships with Children Fun Squad Policy* [POL-DOC-OC5-001](#)

## 5.1 Mandatory Medical Condition requirements

The following must be held by the service for any child with a specific health care need, allergy, or relevant medical condition, each and every day they attend:

**At any time, these are not held (or current), the service is unable to discharge their duty of care. The child is unable to attend, and care will be stopped until this is rectified.**

Requirements	Responsibility
<p>A compliant <i>Medical Management Plan</i></p> <p>This must be prepared and signed by a registered medical practitioner which may be in a format provided by a medical practitioner or by a peak body and meets the requirements. Refer to <i>5.0 Managing Medical Conditions in Children</i></p>	Parent / carer to provide
<p>A current <i>Risk Minimisation Plan and Communication Plan</i> Refer to <i>5.0 Managing Medical Conditions in Children</i></p>	Service to create and review, parent / carer to participate in the process
<p>All Medications (other than those for learning and development diagnosis)</p> <p>Medication must have an original pharmacy label, be in its original container and display the child's name, prescribed dosage. The medication must be in date. <i>Refer to 5.4 Medication</i></p>	Parent / carer to provide
<p>Completed <a href="#">Medication Record</a> (excluding emergency anaphylaxis medication) <i>Refer to 5.4 Medication</i></p>	Parent / carer to complete
<p>Specialist equipment in safe, clean, and good repair where applicable. <i>Refer to 5.2 Specialised Care Tasks</i></p>	Parent / carer to provide in most circumstances
<p>Educators adequately trained or hold an appropriate qualification and provided their consent to undertake certain care tasks (where applicable)</p>	Service's responsibility

### Parent/carers requirements

A parent/carers must provide any new or updated information, regarding their child's individual needs in writing, including where a child no longer has a health care need, allergy, relevant medical condition or medical treatment is no longer required.

## Refusal of Educator support by the child (in relation to health or medical tasks)

It is acknowledged that a school age child may advocate for their own health and medical needs. When a child clearly refuses an Educator to assist or perform medical tasks we uphold the voice of the child. This may render the Educators unable to discharge their duty of care and will result in the service needing to contact the parent/carer to remove their child. Educators will proceed with tasks that if not completed are life threatening and/or provide emergency first aid.

## 5.2 Identification of Allergy, Medical or Health Condition

Each child's individual needs are managed on a case-by-case basis and assessed through a Risk Minimisation Plan that is recorded in the PCYC Queensland Incident Management System (MYOSH).

Where it becomes apparent (either at the point of enrolment or during attendance) that the child has an allergy, medical or health condition immediate action must be taken to fulfill our duty of care. A meeting will be held between the service and the parent/carer to assess the child's specific needs and what tasks are required to be undertaken and whether the service can adequately meet those needs. This will inform a *Risk Minimisation Plan* that identifies potential risks and outlines strategies to reduce or manage them.

This service will support the child's health and medical needs in the following conditions

Condition	Action Required
Allergy, Asthma, Anaphylaxis, diabetes or epilepsy	Managed at a service level with required documentation, risk mitigation strategies in place and training/qualifications completed.
Relevant medical and health conditions, specialised care tasks and assistance with toileting (other than development).	Referred to the Advisory Support Committee for internal specialised recommendations. The Advisory Support Committee may require advice from external professionals and/or additional medical/allied health reports regarding the child.

Attendance will not be permitted while the information is under review and before all the minimisation strategies are implemented.

Fun Squad may decline or stop an enrolment when the legislation is unable to be fulfilled, or due to a variety of factors, the Advisory Support Committee determines that it is unable to care for the child safely. The service may at times need to stop or end a child's enrolment in circumstances which include but are not limited to unjustifiable hardship, or an inability to meet the child's specific needs (e.g. a child with severe physical disability seeks to enrol and the cost of making structural adjustments to accommodate the needs of that child is prohibitive or staff with appropriate training are not available at the service).

### 5.2.1 Advisory Support Committee

Where a Medical Management Plan requires specialised care tasks or 1:1 care, the service will convene with the Advisory Support Committee to review the plans requirements, the level of support needed to ensure the safety, health and wellbeing of everyone at the service. The Advisory Support Committee may require further advice from external professionals and/or additional medical/allied health reports regarding the child's needs.

The commencement date for a child may be postponed or a Stop Care Arrangement may be put into place until all necessary requirements are completed, to ensure that the service has all the essential components to fulfill their duty of care and the child can enjoy their time in Fun Squad.

## Educator Consent

The prior consent of Educators is required before undertaking any specialised care tasks. This may affect a child's ability to access to the service.

If consenting Educators are not available, the service will contact the parent/carer. If this occurs, the parent/carer must:

- Collect the children immediately from the service if already in attendance or
- Not permit their child to attend the service until there are consenting Educators or
- Find an alternative acceptable solution to support the child's care tasks while attending the service.

Depending on the circumstances, this may include things like attendance by:

- the child's parent/carer,
- their authorised nominee,
- or appropriate health care worker

If an alternate solution acceptable to the service is unable to be achieved, the child is unable to attend the service. This potentially can be very short notice.

## Training / Qualification to undertake task

Educators must have current training /qualification to perform specialised care tasks. PCYC Queensland require Educators who have consented to undertaking specialised care tasks to hold specific training/qualification depending on the requirements. The Educator must hold this training, and it must remain current for the child to attend the service.

## Parent/carer requirements

Where a parent/carer is required to provide specialist equipment to the service, the equipment needs to be appropriate and in safe, clean and good repair. The service must be provided with updated confirmation that all equipment is in good working order.

## 5.3 Self administration

PCYC Queensland acknowledges the importance of fostering children's autonomy over their health and medical needs while ensuring compliance with legislative requirements and maintaining a safe environment.

Children may manage their own health and wellbeing by recognising the signs, and symptoms of their health condition and administer their medication (excluding controlled drugs) either routinely or as needed. The ability for a child to self-administer medication, while under the supervision of an Educator must be outlined in the *Medical Management Plan* and be approved by the service in the Risk Minimisation Plan. The service may cease the parent/carer or child's decision to self-administer medication if there are any significant risks to the child or other children in the service.

## 5.4 Medication

Medication can be administered only when written authorisation is provided by the parent/carer or an authorised nominee on a *Medication Record* [FRM-DOC-OC2-008](#).

A Responsible Person is responsible for the administration of medication and ensures the completion of the Medication Record. When medication is administered a witness (Educator) must always be present and must sign the record when administered.

In order to administer medication, the medication must:

- be prescribed by a registered medical practitioner (pharmacy label)
- be in its original container
- bear the original label with the name of the medication
- have the name of the child to whom the medication is to be administered
- have the prescribed dosage
- have the expiry or use by date

The medication must be administered in accordance with any instructions attached to the medication or any written instructions provided by a medical practitioner.

Where a child is required to take medication (other than those for learning and development diagnosis), the child must not attend the service without sufficient medication prescribed by the child's medical practitioner.

When the medication is no longer being administered, the child has left the service, the medication is expired or damaged, the service will contact the parent/carer to collect the medication. If a parent/carer is unable to collect or take responsibility to remove the medication, they will be informed that unclaimed medication will be taken to a pharmacy to be disposed of. Medication is retained for seven days before being disposed of. The service will dispose of medication in a RUM (Return Unwanted Medicines) to a pharmacy and make a record that medication has been disposed of on a *Medication Disposal Register* [FRM-DOC-OC2-007](#).

*External source:* [Safe, convenient medicine disposal](#)

## 5.5 Anaphylaxis emergency

In the case where a child has an identified medical condition, Educators:

- may be required to administer the medication without authorisation. In this situation, the parent/carer of the child and the emergency services will be notified as soon as practicable.

In the case where a child does not have a pre-identified medical condition,

- emergency services will be contacted immediately, and direction followed. The parent/carer of the child will be notified as soon as practicable.

*Regulation 90, 91, 92, 93, 94, 95, 95, 96, 168 (2)(d)*

*Supporting documents: Medical Conditions Procedure, Administration of Medication Guideline* [GDL-DOC-OC2-003](#)

## 6.0 Children's Safety

PCYC Queensland is committed to:

### 6.1 Sun Safe Practices

Cancer Council Queensland guidelines are adopted with regards to sun protection. The service integrates sun protection practices into their daily activities, planning and process, which may include, but are not limited to:

- Encourage children to wear hats and suitable clothing in the outdoor environment during recommended times
- Incorporate sun protection information into the routines of the service, including daily checks of the UV ratings to inform sun protection requirements
- Consider the availability of shade spaces at the service premises and when planning outdoor activities and excursions
- Minimise time spent outdoors between 10am-3pm, during peak UV rating times where possible
- Provide the sunscreen (appropriate for the activity) for children to use, always encourage the use of sunscreen while outdoors and ensure the use of sunscreen when UV ratings indicate sun protection is required
- Store and use the sunscreen in line with the manufacturer's instructions including the time of application prior to sun exposure
- Encourage children to always wear sun safe clothing when outdoors when the UV rating indicates sun protection is required
- Develop children's independent sun protection skills

*Regulation 168(2)(a)(ii)*

*External source: [Queensland Cancer Council, Sun Protection](#)*

### 6.2 Supervision

Children must be adequately supervised in all areas of the service, by always being in sight and/or sound of the Educator including during toileting, sleep, rest and transition times.

Effective and active supervision is essential to increase safety, reduce the likelihood of injury, increase meaningful interactions and allow Educators to respond quickly to the needs of individual children and/or the group.

- The legislative ratio is 1 Educator to every 15 children. The Educator-to-child ratio is based on the number of children in attendance and not on individual areas where activities may be undertaken.

For higher risk activities such as excursions, or transport, a Risk Assessment must be developed ensuring specific, localised and appropriate control measures are in place to support effective supervision.

The Risk Assessment will take into consideration the activities, age and abilities of the children when determining a higher Educator to child ratio. This Risk Assessment must be approved by an Area Manager.

A minimum of two Educators are in attendance at the service at all times. Educators must not be left alone at the service with a child, or in a situation where it may be seen to be or deemed inappropriate, except in an emergency.

Headcounts are conducted at key times and intervals to ensure the safety and accountability of children. By conducting accurate headcounts, Educators can confirm that every child is present and accounted for. This routine practice is crucial for ensuring adequate supervision for all children.

*Supporting documents: Headcount Fun Squad Procedure [PRO-DOC-OC2-003](#), Supervision Fun Squad Guideline [GDL-DOC-OC2-004](#), [Supervision Make it Active Fun Squad Poster](#)*

*Law s165*

## 6.4 Managing and Supporting Incidents

Processes are in place to support the effective planning and response to incidents, injuries, trauma and illness in accordance with legislative requirements. The parent/carer will be notified as soon as practicable, but no later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness at the service. Any incidents that occur are recorded on the *PCYC Queensland Incident Management System (MYOSH)*.

If a child requires medical treatment other than first aid and the parent/carer cannot be contacted, the service will take any steps necessary to ensure that the child receives medical attention. This may include contacting emergency contacts on the Enrolment Record for the child or calling emergency services. The Area Manager will report any serious incidents to the Regulatory Authority where it meets the reportable incident criteria.

*Regulation 12 85 86 87 176 168(2)(b)*

*Supporting documents: Incident Reporting and Investigation Procedure [PRO-WHS-SW0-009](#), Regulatory Authority Reporting About Children Fun Squad Procedure [PRO-DOC-OC7-001](#)*

## 6.5 Emergency and Evacuation

Each service will identify the risks and hazards of emergency and evacuation situations. An emergency and evacuation floor plan and procedure detailing the steps to be taken in the event of an emergency is displayed at each emergency exit.

To prepare for emergency situations, the service will create a *Risk Register* to identify potential emergencies that are relevant to the service and will complete the *Emergency Response Procedure PRO-DOC-OC2-014* with how to respond in the emergency situations. Evacuation and lockdown procedures are rehearsed every 3 months by the Educators and children present and is documented.

Each service will have ready access to an operating telephone to enable immediate communication to and from parent/carers and emergency services.

*Regulations 97 98 168(2)(e)*

*Supporting documents: Emergency Response Procedure [PRO-DOC-OC2-014](#)*

## 6.6 Safe Arrival & Departure of children

### Arrival

Each service will ensure the safe arrival of children. The service will complete a thorough *Risk Assessment* which encompassing their localised procedures for ensuring the safe travel of children traveling between the service and school, as well as the arrival process when a child arrives with a parent/carer to the service, arrives from school, arrives from transport or self-care arrangement. The

service considers the adherence to the prescribed ratio, the safety of the child and safety of all children. The *Risk Assessment* is reviewed at least once every 12 months or as soon as practicable after becoming aware of any circumstance that may affect the safe arrivals of children.

**When children arrive at After School Fun our duty of care commences at:**

On school sites - the time the first child arrives or 15 minutes after the school bell has sounded

Transport services – the time the first child arrives or 10 minutes following the scheduled collection outlined on the route schedule.

When a child is booked to attend the service and does not arrive from school, the service will verify the child's location, this may include contacting the police if a child is unaccounted for.

Children who have an enrolment and a booking with the service are signed into the service upon arrival and an accurate record of attendance is maintained. If a child arrives at the service who has an enrolment but no booking, the child may be able to attend based on parent/carers confirmation of booking and ratio and space permitting. If the child is unable to attend, parent/carers will be contacted to collect their child. Children who arrive at the service who do not have an enrolment will be referred to the school office.

**When children arrive at Before School Fun our duty of care commences at** the time when the parent/carer signs in the child into Before School Fun.

Children who have an enrolment and booking with the service are signed into the service upon arrival and an accurate record of attendance is maintained.

If a child arrives at the service who has an enrolment but no booking, ratio permitting, the child may be able to attend.

If a child arrives at the service and there are concerns that may compromise their safety or wellbeing, such as arriving without a parent/carer or creating supervision or ratio concerns, the service will address these concerns through its risk assessment process and implement appropriate measures to ensure all children's safety and our responsibility to maintain a duty of care.

**Departure**

Parent/carers enrolling the child will provide emergency contacts and authorised nominees. A child is not allowed to leave the service unless they are given into the care of a parent/carer or an authorised nominee named in the child's enrolment or where reasonable, to comply with court orders and parenting plans. Children may also be released from the service through written authorisation.

If a child appears to be missing or cannot be account for or if a child appears to be taken or removed from the service in a manner that contravenes the National Regulations this is notifiable to the Regulatory Authority.

*Regulations 99 168(2)(f)(gb) 102AA 102AAB 102AAC*

*Supporting documents: After School Fun Arrival of Children Procedure [PRO-DOC-OC2-001](#), Departure of Children Procedure [PRO-DOC-OC2-002](#), Extra-curricular Procedure [PRO-DOC-OC2-003](#)  
Transporting Passengers Policy [POL-WHS-AST-001](#)*

## 6.7 Excursions

Excursions may be included by the service as a valuable part of the overall program to provide children with an opportunity to transfer knowledge and skills developed in a service setting to settings within the local and wider community. Written permission will be obtained on an *Excursion Permission Form* [FRM-DOC-OC2-018](#) from a parent/carer or authorised nominee before a child is taken on an excursion. Each excursion is carefully planned and potential risks identified in a written Risk Assessment, which must be approved by an Area Manager. A Risk Assessment must be approved prior to obtaining written permission from parent/carer or authorised nominee.

*Regulations 100 101 102 168(2)(g)*

*Supporting documents: How to Plan for Holiday Fun*

## 6.8 Providing a Child Safe Environment

The safety and wellbeing of children must always be maintained while they are being educated and cared for by the service. The Child Safe Principles guide service operations, creating a culture where children's safety and interests are of paramount importance.

The Nominated Supervisor or Responsible Person will hold an approved child protection course under s162A of the Education and Care Services National Law. All Fun Squad Educators and Volunteers at each service are advised of the current child protection laws and obligations that they may have under that law by completing a child protection training course annually. Obligations for reporting in accordance with:

- [Child Protection Act 1999](#), early childhood education and care professionals are mandated to report concerns to Child Safety, where there is a reasonable suspicion that the child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse, and there is not a parent willing or able to protect the child from harm.
- [Criminal Code \(Child Sexual Offences Reform\) and Other Legislation Amendment Act 2020](#). Laws targeting sexual offences against children, require education and care professionals to report sexual offence against children to the police unless they have a reasonable excuse. Educators must protect children from the risk of a sexual offence being committed against them. Refer to [Laws targeting sexual offences against children | Your rights, crime and the law | Queensland Government \(www.qld.gov.au\)](#)

*Regulations 84 168(2)(h)*

*Supporting documents: Child and Youth Protection Policy [BPO-GOV-CRM-002](#), Handling Disclosure or Suspicions of Harm Procedure [PRO-POC-SW0-005](#), [Statement of Shared Commitment](#), [Lead the National Principles for Child Safe Organisations | National Office for Child Safety](#), [National Principles for Child Safe Organisations](#)*

## 6.9 Online Safety

At Fun Squad all children are provided with a safe environment that extends to the use of digital technologies and online environments. At Fun Squads we safeguard children online by:

- Ensuring children's personal devices are not able to access the service internet. The service may request the restriction of their own internet access or to provide evidence of appropriate controls on the device.
- Adopting the 'Away for the Day' initiative by Education Queensland. This has been extended to all personal electronic devices in our services, including services that are not located on school

premises. Devices 'away for the day' include phones, iPads/tablets, and laptops that need to be handed in to the service and smart watch notifications are to be switched off.

- While access to technology exemptions are permitted for educational learning such as homework, children accessing the internet should utilise their school accounts where Education Queensland has the network content filters and be used under Educator supervision. For club-based services, if the internet is needed for homework or other learning opportunities, the service tablet should be used under supervision of an Educator.
- Exemptions may also be made available if the child requires access for health reasons. A medical practitioner or paediatrician must specify that a device assists with access and/or participation in the service and outlined in the children's *Individualised Plan* [FRM-DOC-OC5-002](#) or a [Medical Management Plan](#).
- Promoting the responsible use of devices, where children have access to those only used appropriately. Parent/carers are kept informed to support safe digital practices.
- Removing all devices that are used inappropriately.
- Password protecting all devices owned by PCYC Queensland.
- Having 'profiles' configured for Educators or children that have appropriate content filters on all PCYC Queensland devices.
- Integrated appropriate content filters on our PCYC Queensland network.
- Only utilising PCYC Queensland service issued devices when taking images or videos of children.
- Installing mobile device management on each mobile device which includes controls around copying and sending data including photos and videos off these devices.
- Educators ensuring that personal electronic devices that can take image or videos as well as personal storage and file transfer media, are not to be in the possession of any person while directly working with children. These items must be locked away during service delivery times. Any exemptions from this must be approval from the Approved Provider. An Area Manager must submit a workflow on Big Red Sky for the *Approval for Possession of Personal Electronic Device* if a person working at a service requires to hold a personal device on them, for example to manage a medical condition.
- Obtaining photo permission from the parent/carers, through the enrolment process. When additional permissions are required completing a [Media Consent Deed of Release](#)

When the service is planning use of technology as part of the program, consideration is given to the purpose, use and intended outcome to ensure child safe practices while using electronic and digital devices.

Supporting documents: [Devices Away for the Day](#), [Screen Time Plan for Fun Squad](#), [Acceptable Use of ICT Guidelines](#)

External source: [National Model Code - Taking images in early childhood education and care](#)

## 7.0 Review

The Fun Squad will complete a review of the policy every three years to ensure the effectiveness of policies and procedures in place and any content changes needed for operational or legislative requirements.

Supporting Information			
Legislative Compliance	<a href="#">Education and Care Services National Law Act 2010</a> <a href="#">Education and Care Services National Regulations 2011</a> <a href="#">Working with Children (Risk Management and Screening) Act 2000</a> <a href="#">Queensland Criminal Code 1899</a> <a href="#">Child Protection Act 1999</a> <a href="#">National Quality Standards</a>		
Parent Document (Policy)	Delivery of Core Operations and Capability <a href="#">BPO-DOC-SW0-001</a>		
Related Documents	<a href="#">Physical Environment Fun Squad Policy POL-DOC-OC3-001</a> <a href="#">Staffing Arrangement Fun Squad Policy POL-DOC-OC4-001</a> <a href="#">Relationship with Children Fun Squad Policy POL-DOC-OC5-001</a> <a href="#">Collaborative Partnerships with Families and Communities Fun Squad Policy POL-DOC-006-001</a> <a href="#">Governance and Leadership Fun Squad Policy POL-DOC-OC7-001</a> <a href="#">Transporting Passengers Policy POL-WHS-AST-001</a> <a href="#">Child and Youth Protection Policy BPO-GOV-CRM-002</a>		
Document Control			
Owner	General Manager Fun Squad	Next review due:	31/08/2028
Approved by	CEO	Approval Date	29/08/2025
Endorsed by	ELT	Endorsement Date	29/08/2025
Revision History			
Version	Amended by	Date	Revision Description
1.0		29/08/2025	Combination of older policies into the QA2 document. This includes: Excursions OSHC Policy; Use of Photographic and Video Images of Children OSHC Policy; Sun Safety OSHC Policy; Information Technology Access for School age children OSHC Policy; Nutrition Food Beverage and Dietary Requirements OSHC Policy; Dealing with Infectious Diseases OSHC Policy; Medical Conditions OSHC Policy

A *Medical Management Plan* must be prepared and signed by a registered medical practitioner which may be in a format provided by a medical practitioner or by a peak body (e.g. the National Asthma Council Australia's Asthma Action Plan).

A *Medical Management Plan* must include the following information:

- ☐ child's first name and surname name
- ☐ a recent photograph of child
- ☐ name and details of the diagnosed health care need, allergy or relevant medical condition including the severity of the condition
- ☐ daily management tasks
- ☐ possible signs/symptoms or description of medical condition
- ☐ any current medication prescribed for the child
- ☐ the response required from the service in relation to the emergence of symptoms
- ☐ any first aid and/or emergency treatment of medical condition
- ☐ any medication required to be administered in an emergency
- ☐ the response required if the child does not respond to initial treatment
- ☐ when to call an ambulance for assistance
- ☐ authorising registered medical practitioner name, signature and date authorised
- ☐ expiry date, or date the plan is due to be reviewed

A *Medical Management Plan* may be provided in many formats, as long as it contains the required information, any format is acceptable.

If a *Medical Management Plan* is provided to the service and it does not have all the requirements, a service can add additional non-medical information to this plan which includes;

- a recent photo of the child,
- and in the absence of having an expiration date, the service will enforce 12 months from the date of issue before a new one is required.

For anything else, a parent/carer will be required to provide an updated plan that meets these requirements before their child can commence or continue to attend the service.