



POLICY REVIEW TABLE

Quality Area	Policy	Mandatory (M) or Best Practice (BP)	Review frequency	Date last reviewed	Date of next review
1	Curriculum Development	BP	Annually	Sep '19	Sep '20
1	Inclusion and Equity	BP	Annually		Jan. '18
2	Acceptance and Refusal of Authorisations	M	Annually	Feb '19	Jan. '20
2	Administration of First Aid	M	Annually	June '19	Feb. '20
2	Administration of Medication	BP	Bi-Annually	Feb '18	Feb. '20
2	Anaphylaxis	M	Bi-Annually	Mar '18	Mar. '20
2	Asthma	M	Bi-Annually	Mar '18	Mar. '20
2	Child Safe Environment	M	Annually	July '19	July '20
2	Dealing with Infectious Diseases	M	Bi-Annually	Apr. '18	Apr. '20
2	Dealing with Medical Conditions	M	Annually	June '19	Apr. '20
2	Delivery and Collection of Children	M	Annually	June '19	Apr. '20
2	Diabetes	M	Bi-Annually	Mar '20	Mar. '20
2	Emergency and Evacuation	M	Annually	July '19	July '20
2	Epilepsy	BP	Bi-Annually	Mar '18	Mar. '20
2	Excursions and Service Events	M	Annually	July '19	July '20
2	Food Safety Policy	BP	Bi-Annually	May '18	May '20
2	Hygiene	BP	Annually		June '18
2	Incident, Injury, Trauma and Illness	M	Annually	Aug '19	Aug '20
2	Nutrition and Active Play (inc Food, Beverages and Dietary Requirements)	M	Annually	Aug '19	Aug '20
2	Relaxation and Sleep	BP	Annually		July '18
2	Sun Protection	M	Bi-Annually	Feb '19	Aug' 21
2	Supervision of Children	BP	Annually		Aug '18

POLICY REVIEW TABLE (Cont.)

Quality Area	Policy	Mandatory (M) or Best Practice (BP)	Review frequency	Date last reviewed	Date of next review
2	Child Safe (formally child protection)	M	Annually	Feb '19	Feb. '20
2	Water Safety	M	Bi-Annually	Aug '18	Aug '20
2	Road Safety and Safe Transport policy	BP	Bi-Annually	June '19	June '20
3	Occupational Health and Safety	M	Annually	Sept '19	Sept. '20
3	Environmental Sustainability	BP	Annually		Sept. '18
4	Code of Conduct	M	Annually	August '19	August '20
4	Determining Responsible Person	M	Annually		Oct. '18
4	Participation of Volunteers and Students	M	Annually		Oct. '18
4	Staffing (including Quals, Supervision and WWCC /Criminal History Checks)	M	Annually	August '19	Aug '20
5	Interactions with Children	M	Annually		Nov. '18
6	Enrolment and Orientation	M	Annually		Nov. '18
6	Social Media	BP	Bi-Annually	Jan '18	Jan. '20
7	Fees	M	Annually		Nov. '18
7	Governance and Management of the Service	M	Annually		Dec. '18
7	Complaints and Grievances	M	Annually		Dec. '18
7	Information Technology	BP	Bi-Annually	May '18	May '20
7	Privacy and Confidentiality (including Confidentiality of Records)	M	Annually		Dec. '18
7	Risk Register	BP	Annually		Mar '18
7	Financial Policy (includes asset register provided by auditors)	BP	Annually	May '19 (auditors compile)	May '20 asset register)
7	Committee of Management Recruitment Policy	BP	Annually	Sept '19	Sept '20
7	Policy & procedure review process	BP	Annually	Sept '19	Sept '20