



PLAYGROUP

POLICY AND PROCEDURES

Policy Number:		Version:	2
Drafted by:	Strategic Finance Executive	Board approval on:	June 2023
Responsible Person:	Strategic Finance Executive	Scheduled Review Date:	June 2024

INTRODUCTION

Big Yellow Umbrella organises and operates Supported Playgroups for community members so as to:

- connect with other families.
- encourage your child to learn through play.
- encourage community engagement.
- provide social interaction.
- offer support, resources, and information for families.
- provide a safe fun learning environment for young children.

PURPOSE

This Policy and Procedures sets guidelines for Big Yellow Umbrella's staff, students, and volunteers to ensure that Supported Playgroups are offered in a safe, friendly, and interesting manner.

Separate Policies and Procedures have been formulated to cover Working with Children, Smoking and WH&S.

POLICIES

The following policies will come into effect from the date this document is approved.

All Supported Playgroups are facilitated by a qualified early childhood educator, with the aim to strengthen parent/child relationships, provide social interactions for both parent and child and to improve a child's early learning skills in a supportive environment.

Supported Playgroups use Free Play activities which promote social and emotional development. This type of play allows the child to develop an understanding of who they are, their abilities and create their own opportunities to learn and socialize. Programming appropriate to age and skills levels will be used.

Big Yellow Umbrella's Supported Playgroups provides a safe space for parents to share their thoughts with other parents and staff and express their concerns about parenting. Observations will be noted about a child's development so that support can be provided to obtain information, assessments and referrals if required.

Confidentiality

All personal information collected and stored by Big Yellow Umbrella is protected by law, including the Commonwealth Privacy Act. Big Yellow Umbrella relies on its staff, students, and volunteers to maintain this confidentiality in all their dealings and sign confidentiality agreements accordingly (see Confidentiality Policy)

All participants of Supported Playgroups are requested to maintain the confidentiality of other parents and their children when sharing within the playgroup environment.

Risk Mitigation

- Risk Assessments must be carried out prior to the startup of any new Supported Playgroup
- Risk Assessments must be reviewed once a year or sooner if significant changes occur.
- All liquid and chemical products must have the appropriate Material Safety Data Sheet on file.
- All staff, students, and volunteers working with children must have a Working with Children clearance and a clear Police Check

- All staff, students, and volunteers are mandatory reporters in line with Big Yellow Umbrella's Working with Children and Young People Policy and the Commonwealth's 1998 Young Persons (care and protection) Act. Any child that is deemed at risk of harm will be reported and escalated for the safety of the child.

Infection Control

Big Yellow Umbrella is committed to ensuring that our Supported Playgroups are a safe and healthy place for all children, parents/carers, staff, student, and volunteers. We recognise that infections can spread quickly amongst young children, so our efforts are to maximise control of infections through safe and hygienic working practices.

It is the responsibility of the Facilitator and the parents / carers to ensure that children who have a contagious illness are excluded from Supported Playgroup for the recommended time (see [Exclusion Table](#) at the end of this document).

Approved Adult Involvement

Approved adult involvement is an important part of the Supported Playgroup structure. Parents will be encouraged to share their skills, knowledge, or activities with other parents and to be included in the weekly program.

Approved adults consist of:

- parents
- guardians
- approved family member
- approved friend
- approved carer

Approved adults are required to:

- participate in activities with their child or children.
- support and encourage children to sit & listen during group time.
- encourage children to sit at tables for morning tea or whilst their child or children is eating.
- help with the setting up and packing away of all equipment.
- share their interests with the group after discussion with staff, students or volunteers.
- engage in education sessions to support their parenting skills.
- complete surveys & evaluation forms that can assist in the operation of Big Yellow Umbrella's community Supported Playgroups

Approved Adult Responsibilities

In line with Work Health & Safety guidelines and to ensure Big Yellow Umbrella's community Supported Playgroups remains a safe and friendly environment, approved adults are required to:

- sign in on arrival and notify staff or volunteers when leaving.
- adhere to any COVID requirements set by Big Yellow Umbrella
- provide up to date Immunisation records for all children attending Supported Playgroup
- keep exit doors closed and be aware of children near the exits unattended
- supervise their child or children at all times.
- keep their child or children out of any kitchens or any out of bounds areas.
- accompany their child or children to the bathroom.
- notify staff or volunteers if they are unable to supervise their child or children for a short time.
- be aware of childhood illnesses and keep their child or children at home if they are unwell.
- be responsible for Work Health and Safety in line with Big Yellow Umbrella's WHS Policy.
- notifying staff or volunteers if they notice a hazard or danger.
- notifying staff or volunteers if an accident or injury occurs
- not bring toys from home as they may get lost, or cause upset.
- consider other children's allergies and do not bring in food that may contain nuts or traces of nuts.
- not sharing food with any other children

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- ensuring hot drinks have a secure lid and are not taken out of the kitchen.
- ensuring they do not smoke at any time whilst attending a Supported Playgroup session.
- keeping play areas tidy when their child or children has finished their Supported Playgroup session.
- ensuring their child or children wears sun block and a hat when outside.

ROLES AND RESPONSIBILITIES

The Chief Operations Manager and the Strategic Finance Executive are responsible for the implementation and monitoring of all aspects of this Policy and Procedures.

All staff, students, and volunteers are responsible for ensuring they fully comply with this Policy and Procedures.

The Leadership Team is responsible for ensuring all staff, students, and volunteers who work with children have a Working with Children Check and police clearance.

Staff, students, and volunteers are responsible for ensuring full compliance with Big Yellow Umbrella's Working with Children Check, WH&S and Smoking policies, and procedures.

PROCEDURES

It is essential that parents let us know if they are unable to attend a session as spaces are normally limited. If a parent does not attend for two weeks in a row without a reasonable explanation, they will be moved to a waitlist to allow other families to attend the program.

The Facilitator is responsible for welcoming all the parents and children and introducing them to the other families.

The following procedures apply when attending Big Yellow Umbrella's Supported Playgroups:

- A **Family Intake Form** and a **Photo Consent Form and Policy** must be completed at the commencement of attending a Supported Playgroup
- Immunisation details for all children attending playgroup must be kept on file and kept up to date at all times during your time at Supported Playgroup (see **Immunisation Policy** for further information)
- Completion of an attendance sheet is essential every time you attend a Supported Playgroup
- Parents and children are to wash, and hand sanitise on arrival at Supported Playgroup
- Participants must adhere to any COVID requirements set by Big Yellow Umbrella. It is the responsibility of the facilitator to keep Supported Playgroup participants up to date.
- Free Play activities such as art and crafts, science and discovery, imaginative play and gross motor play will be set up for each session.
- All equipment must be safely packed away at the conclusion of any Supported Playgroup session. The Facilitator will sing the pack away song and all parents / carers and children will help to pack away.
- All Supported Playgroups will end with group time on the mat. Group time may include activities such as books, dancing, singing, group games and discussion.
- An **Incident Report Form** needs to be completed for any incident or accident that occurs during a Supported Playgroup session.
- All equipment must be checked for damage and cleaned at the commencement and conclusion of a Supported Playgroup session.
- Where applicable, Supported Playgroup venues must be securely locked at the conclusion of a session.

Big Yellow Umbrella's prime concern is always for the health, safety and welfare of all children and staff. If children are unwell, they should be kept at home and a period of recovery allowed. Procedures relevant to infection control are as follows:

- Individuals (both parents/carers and children) who are known to be unwell with infection diseases must not attend the Supported Playgroup as noted in the **Exclusion Table** below. Parents are to notify Big Yellow Umbrella of their non-attendance and a place will be kept open for when the child is well enough to return. The Facilitator is responsible for determining the length of time the child needs to be absent depending on the type of infection (see Exclusion Table below)
- If a child becomes ill during Supported Playgroup, they must leave immediately, and this will be recorded in case of further outbreaks.

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- Parents are requested to notify Big Yellow Umbrella immediately if their child has an infectious disease.
- The Facilitator must notify all staff, volunteers and students of Big Yellow Umbrella and all parents of the relevant Supported Playgroup if a child has been diagnosed with an infectious disease whilst in attendance.
- Parents must notify the Facilitator on commencement at the Supported Playgroup whether their child is more susceptible to infection and whether any special arrangements are required.

COVID-19 has meant additional infection control is required for Supported Playgroups and is covered in the following procedures:

- Surfaces that children are touching such as toys, books, tables, chairs, doors, toilets are cleaned more regularly than normal.
- All adults and children are to:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly
 - Clean their hands on arrival and after sneezing or coughing.
 - Not touch their mouth, eyes, and nose
 - Dispose of tissues carefully in a bin that is emptied after each session.
 - Children are supervised with hand washing.
 - Children are encouraged to learn and practice these habits through pictures, games, songs, and repetition.
 - Play equipment is cleaned between users and not used simultaneously by different groups.
 - All spaces are well ventilated.
 - Where possible limit the use of door handles
 - Additional alcohol-based sanitizers are provided at prominent places and sufficient amounts of soap (liquid only), paper towels and waste disposal bins are supplied.
 - Any spillages of bodily fluids must be cleaned up immediately.
 - Staff are vigilant and report concerns about a parent or child's symptoms for COVID immediately to their Manager.

It is the responsibility of the Facilitator to notify Supported Playgroup participants of any specific regulations set by Big Yellow Umbrella regarding COVID-19.

RELATED DOCUMENTS
Access and Equity Policy
Anti-discrimination Policy
BYU Incident Form
Clients Record Policy
Code of Conduct Policy
Commonwealth Privacy Act 1988
Commonwealth's 1998 Young Persons (care and protection) Act
Complaints Management Policy
Confidentiality and Declaration Policy
COVID-19 Policy
Customer Service Policy
Data Security Policy
Disclosure of Information Policy
Dress Code Policy
Exclusion Table (for infectious diseases)
Family Intake Form
First Years of Life (Baby Development Toolkit)

First Years of Life (Preschoolers Development Toolkit)
First Years of Life (Toddler Development Toolkit)
Immunisation Policy
Managing Difficult Behaviours Policy
Photo Consent Form & Policy
Privacy Policy
Risk Management Policy
Smoking Policy
Transition to School Resource Toolkit
Trauma Informed Care Policy
WH&S Policy
Working with Children and Young People Policy

AUTHORISATION

The Board of Big Yellow Umbrella has reviewed and approved this policy.

Signature of Board Secretary: _____

Date of approval by the Board: _____

On behalf of the Big Yellow Umbrella

Exclusion Table:

INFECTION	EXCLUSION PERIOD	COMMENTS
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	Whilst symptoms exist	If an outbreak/cluster occurs, consult your local health department
COVID-19	Test and self-isolation at home for 14 days	Children usually get a mild infection
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	
Diphtheria	Exclusion is essential. Always consult with your local health department	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local health department
Flu (influenza)	Normally until recovered but due to COVID 14 days or until a positive result has been provided	This may vary with children
Glandular fever	Whilst symptomatic	
Head lice	Whilst symptomatic	Treatment recommended only when live lice seen
Hepatitis A	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local health department will advise on control measures
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local health department for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	Four days from onset of rash and recovered	Preventable by vaccination. Pregnant staff contacts should seek prompt advice from their GP
Meningococcal meningitis/ septicaemia	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local health department will advise on any action needed
Meningitis due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your local health department will advise on any action needed

Meningitis viral	Until recovered	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
INFECTION	EXCLUSION PERIOD	COMMENTS
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local health department for more advice
Mumps	Five days after onset of swelling	Preventable by vaccination
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Five days from onset of rash	Preventable by vaccination. Pregnant staff contacts should seek prompt advice from their GP
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus	None (once rash has developed)	Pregnant contacts of case should consult with their GP
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local health department BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks.