

POLICY/PROCEDURE NAME & REVIEW PROCESS	PREScribed INFORMATION POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QUALITY AREA 7 GOVERNANCE AND LEADERSHIP 7.1 GOVERNANCE 7.1.2 Management systems. 7.1.3 Roles and responsibilities.
NATIONAL LAW AND REGULATIONS	170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures 173 – Prescribed information to be displayed
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Anaphylaxis notice record. ▪ First aid sign poster ▪ Infectious disease record ▪ Non-compliance response letter ▪ Prescribed information checklist record ▪ Quality improvement plan ▪ Service information record. ▪ Service compliance cover sheet record. ▪ Staff schedule record ▪ Student volunteer record ▪ Weekly menu record
SCOPE OF POLICY	This policy applies to all children, educators, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding prescribed information to be displayed in the service. In order to adhere to regulation 173 certain documents must be on display or available. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	There are specific requirements a service must follow and display. All services are guided by the National Law and Regulations. This policy is based on Regulation 173 – prescribed information to be displayed. In order to ensure that everything stays up to date and is compliant nominated supervisor will check and complete a prescribed information checklist record at least twice a year. The following relate to regulation 173. On display in foyer <ul style="list-style-type: none"> ▪ The name of the approved provider ▪ The provider approval number ▪ Any conditions on the provider approval- (Provider Approval Certificate) ▪ A record of insurance on display against public liability with a minimum cover of \$10 000 000. (Certificate of public liability) In relation to the service approval—on display in foyer <ul style="list-style-type: none"> ▪ The name of the education and care service ▪ The service approval number ▪ Any conditions on the service approval ▪ The name of each nominated supervisor (Service Approval Certificate) In relation to the rating of the service— on display in foyer <ul style="list-style-type: none"> ▪ The current rating levels for each quality area stated in the National Quality Standard showing the overall rating of the service. (Assessment and Rating Certificate) In relation to any service waivers or temporary waivers held by the service, the details of the waivers including— <ul style="list-style-type: none"> ▪ The elements of the National Quality Standard and the regulations that have been waived and the duration of the waiver and whether the waiver is a service waiver or a temporary waiver. Will be written on the service approval document- (Service Approval with waiver conditions)

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Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

For the purposes of section 172(f) of the Law, the following matters and information are prescribed—

- The hours and days of operation of the education and care service.
- The name and telephone number of the person at the education and care service to whom complaints may be addressed.
- In the case of a centre-based service, the name and position of the responsible person in charge of the education and care service at any given time
- The name of the educational leader at the service
- The contact details of the Regulatory Authority. (**Service Information Record**)

if applicable—

- In the case of a centre-based service, a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service. (**Anaphylaxis Notice Record**)

if applicable—

- In the case of a centre-based service, a notice stating that there has been an occurrence of an infectious disease at the premises. (**Infectious disease record**)

Within the service

- **Quality Improvement Plan** —Is kept at the education and care service premises and is made available for inspection by the Regulatory Authority or an authorised officer and is made available on request to parents of a child who is enrolled at the service or who are seeking to enrol a child at the service.
- Information about the contents and operation of the educational program for the service is displayed at the service premises at a place accessible to parents of children being educated and cared for by the service. (on display or accessible in each of the services rooms)
- A weekly menu is displayed in the service where parents can have access to it, and it must accurately describe the food and beverages served each day. (**Weekly menu record**)
- An appropriate number of first aid kits available based on the size of the service. Must be marked clearly and suitably equipped. (**First Aid Sign poster**)
- Instructions for what must be done in the event of an emergency on display, an emergency and evacuation floor plan. A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises.

Must have available at all times a staff schedule record that must include—

- The information about nominated supervisors set out in regulation 146.
- The information about staff members set out in regulation 147.
- The information about the educational leader set out in regulation 148.
- The information about volunteers set out in regulation 149.

Non-compliance response record

- Must have a record of service compliance that includes date of compliance what actions needed to be completed and date they were amended. (**non-compliance response letter**)

Policies and Procedures

- The approved provider of an education and care service must ensure that copies of the current policies and procedures required under regulation 168 are available for inspection at the education and care service premises at all times that the service is educating and caring for children or otherwise on request.
- Must have a record of volunteers and students attending the service. (**Student volunteer record**)
- Must ensure that all children's enrolments are on premises and stored in a safe place.
- The approved provider of a service must ensure that a copy of the Law and these Regulations is accessible at the service premises at all times for use by nominated supervisors, staff members, volunteers, parents of children enrolled at the service and any person seeking to make use of the service.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

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	<ul style="list-style-type: none"> Will ensure that obligations under the Education and Care Services National Law and National Regulations are met. Ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures. Ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements. Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure. Ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy. Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Ensure the policy is kept up to date with current legislation, research, and best practice. <p>The Nominated Supervisor</p> <ul style="list-style-type: none"> Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures. Ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements. Ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure. Ensure that the staff are supported with ongoing professional development and training they require to comply with this policy. Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Ensure the policy is kept up to date with current legislation, research, and best practice. Conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy. <p>Educators</p> <ul style="list-style-type: none"> Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. Ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.

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	<ul style="list-style-type: none"> Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	Approved Provider will <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	Approved Provider will <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
KEY TERMS	<ul style="list-style-type: none"> Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> Australian Children's Education & Care Quality Authority. ACECQA Code of Ethics Education and Care Services National Regulations. Education and Care Services National Law Act 2010 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. Guide to the National Quality Framework. National Quality Standard. United Convention on the Rights of the Child

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