



PURPOSE

This policy will provide guidelines to:

- ensure all adults and children at Highvale Preschool are treated equitably and with respect, regardless of their background, ethnicity, culture, language, beliefs, gender, age, socioeconomic status, level of ability, additional needs, family structure or lifestyle
- promote inclusive practices and ensure the successful participation of all children at Highvale Preschool.

VALUES

Highvale Preschool is committed to:

- acknowledging and respecting the rights of all children to be provided with and participate in a quality early childhood education and care program
- creating an environment that supports, reflects and promotes equitable and inclusive behaviours and practices
- creating a sense of belonging for all children, families and staff, where diverse identities, backgrounds, experiences, skills and interests are respected, valued and given opportunities to be expressed/developed
- ensuring that programs are reflective of, and responsive to, the values and cultural beliefs of families using the service, and of those within the local community and broader society
- working to ensure children are not discriminated against on the basis of background, ethnicity, culture, language, beliefs, gender, age, socioeconomic status, health status, level of ability or additional needs, family structure or lifestyle.

SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in day-to-day Charge, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Highvale Preschool.

BACKGROUND AND LEGISLATION

Background

The National Quality Framework (NQF) recognises all children's capacity and right to succeed regardless of diverse circumstances, cultural background and abilities. Education and care services must hold high expectations for the learning and development of all children, and at the same time recognise that every child follows an individual learning path and will progress in different and equally meaningful ways. Inclusion involves taking into account children's social, cultural and linguistic diversity (including learning styles, abilities, disabilities, gender, family circumstances and geographic location) in curriculum decision-making processes. Early childhood education and care services must implement responsive, equitable, individualised opportunities and additional support whenever barriers are identified.

The NQF is underpinned by a commitment to 'Closing the Gap' and acknowledges Australia is a nation of great diversity, and an ancient land that has been cared for by Indigenous Australians for many thousands of years. Education and care services have a shared responsibility to support children, families, colleagues and the local community to understand, respect and value diversity.

State and Commonwealth laws prohibit discrimination based on personal characteristics, including race, age, gender, religious belief, disability or illness and parental status.

Under the Child Safe Standards, services are expected to provide environments and activities that encourage all children to participate in and celebrate their identity. The standards are underpinned by three overarching principles which require services to take into consideration the increased vulnerability of Aboriginal children, children from culturally and linguistically diverse backgrounds and children with disabilities.

The Victorian Government requires funded organisations to ensure that their policies and procedures promote equality of opportunity for all children to enable their full participation in kindergarten. A service's philosophy



should reflect the values of inclusion and equity which are supported by developing and implementing an inclusion and equity policy. Developing professional knowledge and skills, and using family-centred practice (refer to *Definitions*) to work in partnership with children, families, communities, and other services and agencies, will assist services to identify, include and support children with additional needs and their families.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- *Age Discrimination Act 2004*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- Charter for Children in Out-of-home Care (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- Child Safe Standards (Vic)
- Dardee Boorai: the Victorian Charter of Safety and Wellbeing for Aboriginal Children and Young People (Vic)
- *Disability Act 2006* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009* (Cth)
- *Health Records Act 2001* (Vic)
- *Privacy and Data Protection Act 2014* (Vic)
- *National Quality Standards Quality Areas 1-7*
- *Occupational Health and Safety Act 2004*
- *Privacy Act 1988* (Cth)
- *Racial and Religious Tolerance Act 2001* (Vic)
- *Racial Discrimination Act 1975* (Cth)
- *Sex Discrimination Act 1984* (Cth)

DEFINITIONS

Additional needs: A broad term relating to challenges experienced across a number of areas including physical health, mental health, disability, developmental concern, or emotional need (resulting from trauma, abuse or grief), family displacement (due to war or refugee status), domestic violence, mental illness, family separation or divorce, which affects a person's ability to participate or learn.

Culture: The values and traditions of groups of people that are passed from one generation to another.

Culturally and linguistically diverse (CALD): Refers to individuals and groups who are from diverse racial, religious, linguistic and/or ethnic backgrounds.

Developmental delay: A delay in the development of a child under the age of 6 years that: is attributable to a mental or physical impairment, or a combination of mental and physical impairments, and is manifested before the child attains the age of 6 years, and results in substantial functional limitations in one or more of the following areas of major life activity:

- self-care
- receptive and expressive language
- cognitive development
- motor development, and
- reflects the child's need for a combination and sequence of special interdisciplinary or generic care, treatment or other services that are of extended duration and are individually planned and co-ordinated (*Disability Act 2006* (Vic)).



Disability: In relation to a person, refers to:

- a sensory, physical or neurological impairment or acquired brain injury, or any combination thereof, that:
 - i. is, or is likely to be, permanent, and
 - ii. causes a substantially reduced capacity in at least one of the areas of self-care, self-management, mobility or communication, and
 - iii. requires significant ongoing or long-term episodic support, and
 - iv. is not related to ageing, or
- an intellectual disability, or
- a developmental delay (Disability Act 2006 (Vic)).

Diversity: Refers to all characteristics that make individuals different from one another, including race, religion, language, ethnicity, beliefs, age, gender, sexual orientation, level of ability, additional needs, socioeconomic status, educational attainment, personality, marital and/or parental status, family structure, lifestyle and general life/work experience.

Early Start Kindergarten: A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to attend a free kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours.

Equity: (In the context of human rights) is the behaviour of acting in a fair and just manner towards others.

Family-centred practice: Practice which:

- uses families' understanding of their children to support shared decision-making about each child's learning and development
- creates a welcoming and culturally-inclusive environment, where all families are encouraged to participate in and contribute to children's learning and development
- actively engages families and children in planning children's learning and development
- provides feedback to families on each child's learning, and provide information about how families can further advance children's learning and development at home and in the community.

Inclusion: The engagement and involvement of children and families to ensure that all individuals have an equal opportunity to participate and achieve their maximum potential.

Kindergarten Fee Subsidy (KFS): A state government subsidy paid directly to the funded service to enable eligible families to attend a funded kindergarten program or funded three-year-old place at no cost (or minimal cost) to promote participation. Details are available in *The Kindergarten Guide* (refer to *Sources*).

Kindergarten Inclusion Support Packages: A package of support for children with a disability and high support needs and/or with complex medical needs..

Mental health in early childhood can be understood as a young child's ability to experience, regulate and express emotions; form close and secure interpersonal relationships; and explore the environment and learn – all in the context of family, community and cultural expectations for young children. Infant mental health is synonymous with healthy social and emotional development (from *KidsMatter* – refer to *Sources*).

Out-of-Home Care: Is the term used in Victoria when a child or young person is placed in care away from their parents. It includes placement in kinship care, home-based care such as foster care and residential care. For these children, the State of Victoria is their legal their parent, and with this comes the responsibilities of a parent to care for and protect them, and to ensure that they have access to all the services they need for their immediate and longer term benefit (*Early Childhood Agreement on Out-of-Home Care* – refer to *Sources*).

SOURCES AND RELATED POLICIES



Sources

- *Early Childhood Agreement for Children in Out-of-Home Care* (March 2014). Signed by the Department of Education and Early Childhood Development, the Department of Human Services, Municipal Association of Victoria and Early Learning Association Australia. www.education.vic.gov.au
- Early Childhood Australia (ECA) and Early Childhood Intervention Australia's (ECIA) *Position Statement on the Inclusion of Children with a Disability in Early Childhood Education and Care* – available at: Search 'statement on inclusion of children with disability' at: www.earlychildhoodaustralia.org.au/our-work/inclusion-resources/
- fka Children's Services www.fka.com.au
- *Guide to the National Quality Framework*: www.acecqa.gov.au
- *Guide to the National Quality Standard*: www.acecqa.gov.au
- KidsMatter: www.kidsmatter.edu.au
- *The Kindergarten Funding Guide* (DET): www.education.vic.gov.au
- *Victorian Early Years Learning and Development Framework Principle Practice Guide 1: Family-centred and Practice Guide Four: Equity and Diversity*: www.education.vic.gov.au

Related Policies

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Child Safe Environment Policy*
- *Code of Conduct Policy*
- *Complaints and Grievances Policy*
- *Curriculum Development Policy*
- *Dealing with Infectious Diseases Policy*
- *Dealing with Medical Conditions Policy*
- *Diabetes Policy*
- *Enrolment and Orientation Policy*
- *Epilepsy Policy*
- *Excursions and Service Events Policy*
- *Fees Policy*
- *Interactions with Children Policy*
- *Nutrition and Active Play Policy*
- *Privacy and Confidentiality Policy*
- *Staffing Policy*

PROCEDURES

THE APPROVED PROVIDER IS RESPONSIBLE FOR:

- ensuring that service programs are available and accessible to families from a variety of backgrounds (refer to *Curriculum Development Policy*)
- encouraging collaborative, family-centred practice (refer to *Definitions*) at the service which facilitates the inclusion and active participation of both the child and the family at the service
- providing families with information about the support options available for children attending Highvale Preschool
- ensuring that educational programs are delivered in accordance with an approved learning framework, are based on the developmental needs, interests and experiences of each child, and take into account the individual differences of each child (*Victorian Early Years Learning and Development Framework Practice Guide Four: Equity and Diversity* – refer to *Sources*)
- ensuring that the enrolment process is fair and equitable, and facilitates access for all children (refer to *Enrolment and Orientation Policy*)
- tailoring the orientation process to meet the individual needs of children and families (refer to *Enrolment and Orientation Policy*)



- identifying the barriers to participation in service programs and activities, and developing strategies to overcome these barriers
- ensuring that facilities are designed or adapted to support access by every child, family, educator and staff member, including adaptive equipment to support the inclusion of all children
- ensuring that staff have access to appropriate and accredited professional development activities that promote a positive understanding of diversity, inclusion and equity, and provide skills to assist in implementing this policy (refer to *Staffing Policy*)
- ensuring that the Nominated Supervisor and all staff are aware of the service's expectations regarding positive, respectful and appropriate behaviour when working with children and families (refer to *Code of Conduct Policy* and *Interactions with Children Policy*)
- considering any issues regarding fees that may be a barrier to families enrolling at Highvale Preschool, and removing these barriers wherever possible (refer to *Fees Policy*)
- ensuring that all eligible families are supported to access the Kindergarten Fee Subsidy (refer to *Definitions* and *Fees Policy*), including families with concession cards, Aboriginal and Torres Strait Islander families, and refugee and asylum seeker families
- providing service information in various community languages wherever possible
- using language services (refer to *Sources*) to assist with communication where required and considering the employment of a multilingual worker/s to meet the needs of culturally and linguistically diverse (CALD) families
- working with the Nominated Supervisor and educators to ensure appropriate program planning and resourcing for children with additional needs (refer to *Definitions*)
- where practicable, accessing resources, support and professional development to facilitate inclusion of children with additional needs who are ineligible for specific support packages
- ensuring collaborative relationships with specialised services and professionals to provide support and services for families and children with a disability, complex medical needs and/or developmental delay
- ensuring that all eligible three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are supported to access the Early Start Kindergarten program (refer to *Definitions*)
- implementing appropriate programs and practices to support vulnerable children and families, including working co-operatively with relevant services and/or professionals, where required (refer to *Child Safe Environment Policy*)
- ensuring that service programs are inclusive of all children with medical conditions
- ensuring that no employee, prospective employee, parent/guardian, child, volunteer or student at the service is discriminated against
- ensuring that any behaviour or circumstances that may constitute discrimination or prejudice are dealt with in an appropriate manner (refer to *Complaints and Grievances Policy*)
- ensuring that all policies of Highvale Preschool, including the *Privacy and Confidentiality Policy*, are adhered to at all times.

THE NOMINATED SUPERVISOR IS RESPONSIBLE FOR:

- ensuring that the service provides a safe, inclusive and empowering environment which celebrates diversity through positive, respectful and appropriate behaviour when working with children and families (refer to *Code of Conduct Policy* and *Interactions with Children Policy*)
- ensuring the diversity and interests of the children, families and staff are reflected in the physical environment
- ensuring that cultural values and expectations about health and wellbeing are respected
- providing an educational program that is reflective of the service's values, beliefs and philosophy, and embraces the principles of fairness, equity, diversity and inclusion (*Victorian Early Years Learning and Development Framework Practice Guide Four: Equity and Diversity* – refer to *Sources*)
- identifying children with additional needs
- being aware of support and resources available to ensure that children are included in service programs
- ensuring that service programs are inclusive of all children with medical conditions
- using family-centred practice (refer to *Definitions*) and working collaboratively with staff, parents/guardians, specialist services and other professionals to implement the program at the service and provide individualised support for children



- providing information to families about the support available to assist children
- providing opportunities for families to contribute to the program as key partners
- ensuring that parents/guardians are consulted, kept informed and provide written consent, where individualised programs, action, support or intervention are planned and provided for their child
- responding to the needs and concerns of parents/guardians, and providing support and guidance, where appropriate
- working with educators to ensure appropriate program planning and resourcing for children with additional needs (refer to *Definitions*)
- providing support and guidance to educators/staff
- organising appropriate resources and accredited professional development for staff to enable all children to be included at the service
- developing links with other services and/or professionals to support children with additional needs and where required have referral pathways in place
- ensuring that the program provides opportunities for all children to participate and interact with one another
- using language services (refer to *Sources*) to assist with communication, where required
- ensuring that individualised programs incorporate opportunities for regular review and evaluation, in consultation with all people involved in the child's education and care
- providing information to families about local parenting and family services, and other resources that are available to support the health and wellbeing of children and families
- developing partnerships with other education and care settings and schools to enable children to move successfully from one setting to another
- notifying the Approved Provider of any behaviour or circumstances that may constitute discrimination, bullying, harassment or prejudice
- ensuring that no employee, prospective employee, parent/guardian, child, volunteer or student at the service is discriminated against
- ensuring that any behaviour or circumstances that may constitute discrimination or prejudice are dealt with in an appropriate manner (refer to *Complaints and Grievances Policy*)
- ensuring that all policies of Highvale Preschool, including the *Privacy and Confidentiality Policy*, are adhered to at all times.

THE ALL OTHER STAFF ARE RESPONSIBLE FOR:

- supporting the participation and inclusion of all children in the program at the service
- being aware of the service's expectations regarding positive, respectful and appropriate behaviour when working with children and families (refer to *Code of Conduct Policy* and *Interactions with Children Policy*)
- using family-centred practice (refer to *Definitions*) and working collaboratively with other staff, parents/guardians, specialist services and professionals to implement the program at the service and provide individualised support for children, where required
- delivering an educational program that is reflective of the service's values, beliefs and philosophy, and embraces the principles of fairness, equity, diversity and inclusion (*Victorian Early Years Learning and Development Framework Practice Guide Four: Equity and Diversity* – refer to *Sources*)
- embedding social and emotional learning in the service program and practice
- providing a range of opportunities in the outdoor and indoor spaces and the natural environment, for all children to engage in physical, explorative and creative experiences
- encouraging and supporting educators, staff and families as role models to demonstrate positive and respectful relationships
- undertaking appropriate, accredited professional development to support the inclusion of all children at the service
- using language services to assist with communication, where required
- understanding and respecting different cultural child-rearing and social practices
- working with the Approved Provider and Nominated Supervisor to ensure appropriate program planning and resourcing for children with additional needs (refer to *Definitions*)

INCLUSION AND EQUITY POLICY

BEST PRACTICE – QUALITY AREAS



- meeting any specialised medical and nutritional needs of children on a day-to-day basis (refer to *Dealing with Medical Conditions Policy* and *Nutrition and Active Play Policy*)
- providing information to families about the support available to assist children
- discussing any concerns regarding individual children with the Nominated Supervisor or Approved Provider, and parents/guardians
- responding to the needs and concerns of parents/guardians, and providing support and guidance, where appropriate
- reviewing and evaluating individualised support programs in consultation with all people involved in the child's education and care
- critically reflecting on practice to ensure that interactions and programs embrace an approach in which children and families feel valued and respected, and that their contributions are welcomed
- notifying the Nominated Supervisor or Approved Provider of any behaviour or circumstances that may constitute discrimination or prejudice
- adhering to the policies of Highvale Preschool, including the *Privacy and Confidentiality Policy*, at all times.

ALL PARENTS/GUARDIANS ARE RESPONSIBLE FOR:

- adhering to the policies of Highvale Preschool, including the *Inclusion and Equity Policy* and the *Privacy and Confidentiality Policy*, at all times
- communicating with the service to ensure awareness of their child's specific needs
- raising any issues or concerns regarding their child's participation in the program
- responding to requests from educators for written permission to arrange for an assessment or collect reports on their child from service providers
- being involved in, keeping fully informed about, and providing written consent for any individualised intervention or support proposed/provided for their child.

VOLUNTEERS AND STUDENTS, WHILE AT THE SERVICE, ARE RESPONSIBLE FOR FOLLOWING THIS POLICY AND ITS PROCEDURE

EVALUATION:

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

ATTACHMENTS:

Attachment 1: No Jab No Play

AUTHORISATION:

This policy was adopted by the Approved Provider of Highvale Preschool on 21st February, 2019

This policy will take effect from 7th March, 2019

DATE OF NEXT REVIEW: FEBRUARY 2021

ATTACHMENT 1.

NO JAB, NO PLAY

Immunisation information for parents enrolling a child

Enrolment requirements in Victoria

By law¹, to finalise enrolment for your child in long day care, kindergarten, family day care or occasional care you must provide the service with an immunisation status certificate that shows your child is:

- up to date with vaccinations for their age OR
- on a vaccine catch-up schedule OR
- has a medical condition preventing them from being fully vaccinated.

What is an immunisation status certificate?

It is a statement showing the vaccines your child has received. The most common type of immunisation status certificate is an Immunisation History Statement from the Australian Childhood Immunisation Register².

‘Homeopathic immunisation’ is not a recognised form of immunisation.

What is this document used for?

To finalise enrolment. To accept an offered place at a service, you must provide the service with an immunisation status certificate. This would usually be done within two months before your child is due to start at the service.

To keep children safe. If there is a disease outbreak at the service, the document is used to identify children at risk (for example, children too young to be fully immunised against a disease) who may need to stay away from the service until it is safe for them to return.

What if I cannot get this document?

In some circumstances a 16 week ‘grace period’ can be applied, so your child can start at the service while you organise the document. The service can advise if this applies to you.

1. Under the Public Health and Wellbeing Act 2008, in effect from 1 January 2016
2. The Australian Childhood Immunisation Register is likely to be renamed ^[1]the Australian Immunisation Register in September 2016.

How do I get an immunisation status certificate?

Request an Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR)

- phone 1800 653 809
- email acir@medicareaustralia.gov.au
- visit www.medicareaustralia.gov.au/online
- visit a Medicare service centre.



See your doctor or local council

A doctor or local council immunisation service can also provide an immunisation status certificate. To be used for enrolment, the document/s needs to contain the same details as an ACIR Immunisation History Statement and be signed by the immunisation provider.

How do I tell if my child is 'up to date'?

Review your child's most recent ACIR Immunisation History Statement. At the bottom of the statement there is a section titled 'Next due immunisation(s)'. If the date ^{SEP} of the next due vaccination is in the future, then your child's immunisations are up to date for their age.

If your child has completed all their childhood vaccinations there will be no vaccines listed under the 'Next due immunisation(s)' heading.

What do I do when my child has vaccinations AFTER enrolling?

After each vaccination, you should provide an updated immunisation status certificate to the service to include in their records.

Getting the right documentation

Lost ACIR Immunisation History Statement

Contact the ACIR for a replacement statement. These can also be downloaded and printed from the Medi-care website at any time.

Incorrect ACIR Immunisation History Statement

If vaccines are missing from a statement, contact the doctor/nurse to check if the records were sent to the ACIR. Once the updated information is received by the ACIR, a corrected Immunisation History Statement can be re-issued to you on request.

Overdue for a vaccination

See a doctor/immunisation nurse. The doctor/nurse will provide the vaccine and inform the ACIR. Once the updated information is received by the ACIR, an up-dated Immunisation History Statement can be issued to you on request.

Overdue for multiple vaccinations

See a doctor/immunisation nurse. The doctor/nurse will develop a 'catch-up schedule'. Your doctor can provide you with an immunisation status certificate.

Medical reasons can't be fully vaccinated

See a doctor. The doctor will provide information to the ACIR and, on request, the ACIR will issue you with a Statement that says 'up to date' and notes which vac-cines your child cannot receive for medical reasons.

Overseas vaccination

See a doctor/immunisation nurse. Overseas vaccination schedules may differ from the Australian schedule and need to be checked by a doctor/nurse who will transfer the information to the ACIR. An Immunisation History Statement will then be issued to you by the ACIR at your request.

Questions or concerns Seek advice from a medical doctor or immunisation nurse.

Why immunise?

It is important that children are fully vaccinated before they start childcare or kindergarten to:

- help protect them from diseases that can be prevented by vaccination
- help protect others who cannot be vaccinated for medical reasons from being exposed to these diseases.

Immunisation is a proven and safe way to be protected against diseases that cause serious illness and sometimes death.

Childhood immunisation schedule

Children should be vaccinated at birth, 2 months (from as early as six weeks), 4, 6, 12 and 18 months of age and 3½-4 years of age.

To find out what immunisations your child needs:

- see your doctor or contact your local council immunisation service
- view the schedule of vaccinations online at www.betterhealth.vic.gov.au
- receive reminders when your child's immunisations are due; download the free VaxOnTime Victoria app, available for iOS, Android and Windows devices.

More information

Better Health Channel

www.betterhealth.vic.gov.au

Department of Health and Human Services website

www.health.vic.gov.au/immunisation

Australian Government Department of Health & Ageing Immunise Australia Program

www.immunise.health.gov.au

For translated versions of this document go to www.health.vic.gov.au/immunisation

Translating and interpreting service call 131 450

Early childhood services and immunisation providers can order free copies of this brochure online:

www.health.vic.gov.au/immunisation

To receive this publication in an accessible format phone 1300 882 008, using the National Relay Service

13 36 77 if required, or email immunisation@dhhs.vic.gov.au

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Available at www.health.vic.gov.au/immunisation