



Ipswich Grammar School
Before and After School Care
Information Booklet

Dear Parent/s

Please take the time to read the enclosed information. It has been prepared to give you an overview of some of the policies and procedures under which the Ipswich Grammar School Before & After School Care (BASC) service operates.

Name and Address: Ipswich Grammar School Before and After School Care

Darling Street

IPSWICH QLD 4305

Postal Address: Locked Bag 6000

NORTH IPSWICH QLD 4305

BASC Director: Mrs Sue Corke

Contact details:

BASC Office: 38139630

BASC Mobile: 0439077650

Email: basc@ipswichgrammar.com

School Website: www.ipswichgrammar.com

Hours of Operation:

Academic Term: 6.30 a.m. – 8.00 a.m.

3.00 p.m. – 6.00 p.m.

Excludes Public Holidays

Vacation Care: 6.30 a.m. – 6.00 p.m.

Includes pupil-free days

Excludes Public Holidays

Dates Closed: All Public Holidays

Two weeks during Christmas/ New Year period

Philosophy

Ipswich Grammar School provides Before and After School Care and Vacation Care in a safe and happy environment for students from Prep to Year 7. This is a high quality child care service accredited by the National Quality Framework:

- *Breakfast and afternoon tea are provided*
- *Qualified and experienced staff*

The service aims to provide a balanced program at an age appropriate level, including a variety of play and recreational activities to meet the needs and interests of the children in accordance with the policies of the Ipswich Grammar School. The centre is located in the Early Childhood Precinct (Room J20) and has access to all school facilities such as the sports dome, tennis court, pool, playgrounds and ovals.

Aims of the Service

- To provide the children in care with a warm, friendly and inviting atmosphere where they feel secure and happy;
- To provide caring staff who show genuine love and concern for the children in their care;
- To create an environment which caters for the needs of all children and encourages healthy development of the physical, emotional, intellectual and social domains;
- To provide a safe and well-supervised service;
- To respect the rights and opinions of parents and the community;
- To encourage parent participation and a broad interest in the local and general community;
- To provide opportunities for children to explore the arts, language, science, music, movement and multiculturalism while they are in care;
- To encourage children to value and respect the opinions of others and their differences;
- To promote the development of positive self-image and self-esteem;
- To encourage children to be respectful, sensitive and thoughtful towards their natural environment;
- To create learning environments which encourage children to interact, take roles and develop relationships with others through a range of play;
- For all children to be given adequate time for eating, homework, rest and relaxation;
- To recognise that parents have the primary responsibility for the upbringing, protection and development of their children while BASC carers work in co-operation with the parent by providing planned activities that involve the children, reflecting the multicultural and multilingual nature of the community.

Management

Committee

The BASC Committee of Ipswich Grammar School, in concert with the Head of Junior School, will operate under the constitution and guidelines of Ipswich Grammar School. The Chairperson of the Committee is appointed at a meeting of the Ipswich Grammar Junior School Parent Support Group and, once appointed, will conduct elections for other voluntary office bearers of the BASC Committee. Membership of the Committee is open to all parents of Ipswich Grammar Junior School. The Committee will ensure that all parents of the school are invited to attend and also to stand for election as chairperson. The BASC Director will be an ex-officio member of the Committee. The Committee will ensure that all policies are accessible to parents and staff.

License

Ipswich Grammar School Before and After School Care (BASC) has a Queensland Government License to operate an Outside School Hours Care Service with a maximum capacity of 80 students. Families can obtain information about the License (Child Care Act 2013) and how it impacts on BASC from the Director. A copy of The Education and Care Services National Regulations 2014 is available for families to peruse.

Access will be granted only to Ipswich Grammar School students and their school age siblings (conditions apply). Should a student have a sister attending Ipswich Girls' Grammar School she may also attend Ipswich Grammar School Before and After School Care and Vacation Care. Any girls wishing to attend would need to catch the bus to and from Ipswich Girls' Grammar School. This is often more convenient for parents who wish to collect their children from one collection point, knowing that they are together in quality care. An enrolment and medical form must be completed for each student prior to attending the Centre.

The Education and Care Services National Regulations 2014

The approved provider of an education and care service must ensure that a parent of a child being educated and cared for by the service is provided with the following information on request:

- (a) information about the content and operation of the educational program so far as it relates to that child;
- (b) information about the child's participation in the program;
- (c) a copy of the documents kept under regulation 74 in respect of the child.

Note. A compliance direction may be issued for failure to comply with this regulation

Attendance

Hours of Operation

The hours of operation of BASC are as follows:

Before School Care 6.30 a.m. to 8.00 a.m.

- Breakfast is available on request.
- All children who arrive at school prior to 8.00 a.m. are automatically registered at BASC, with a resultant cost to the parent.
- At 8.00 a.m., BASC students will be signed out and escorted to the staff member on supervision duty in the Sports Dome. BASC staff also remain as staff on duty.

After School Care 3.00 p.m. to 6.00 p.m.

- All students attending after school receive afternoon tea.
- All children who remain at school after 3.20 p.m. and are not involved in a supervised IGS extra-curricular activity are automatically registered at BASC, with a resultant cost to the parent.

Vacation Care 6.30 a.m. to 6.00 p.m.

- All students attending between 6.30 a.m. and 7.15 a.m. will have breakfast available on request.
- All other meals must be provided by parents.
- Participation in planned excursions incurs an additional fee to cover the associated costs of transportation and entry.

Staff /Child Ratio

Staff/child ratio for BASC/Vacation Care is as follows:

- *1:15 for Prep to Year 6*

Adult/ child ratio for excursions is as follows:

- *1:8 for Prep to Year 6*

Adult/child ratio for Swimming will be:

- *1:5 for Prep to Year 6*

Enrolment

An enrolment form must be completed for each child who attends the centre. The details of this form should be kept current and updated as necessary. Records will be kept stating the child's name, time of arrival, time of departure, and the initials and printed name of the person with whom the child is arriving or departing. Parents are requested to advise the BASC Office of any changes in family information, as computers are independent of the school database. All records will be kept secure to ensure confidentiality in accordance with the current Privacy Act.

Bookings

Regular bookings should be confirmed at the beginning of each term and amended if necessary. Parents need to advise BASC if they plan for their child not to attend on any booked day by phoning on 38139630 or emailing BASC at, basc@ipswichgrammar.com

If parents know that students will need to use the service on a given day, they are requested to advise the BASC office. A message may be left if the office is unattended.

Casual bookings are available via phone calls directly to the BASC Director. At least 24 hours notice is required for cancellations, unless a doctor's certificate is received.

Collection of children

All children will be signed in and out by the parent/guardian or other person (nominated by the parent/ guardian on the enrolment form or subsequently in writing as being authorised). A phone message giving authorisation can be left by phoning **BASC on 38139630**.

Children attending extra-curricular activities provided by IGS shall be signed in/out of the 'Group Accountability' folder by a carer. The carer shall notify the Director should the child not return in a reasonable time. Should this eventuate, the Director will immediately contact the Co-ordinator of the extra-curricular activity and parents.

No child is permitted to travel home on their own unless written approval has been received. Verbal approval will be allowed only in the case of an emergency. These records will be kept on file.

If parents are unable to pick up their children by 6.00 p.m., BASC staff may be contacted on 38139630 to advise of alternate arrangements for the care of their children.

In the event of a child failing to be collected by closing time, the parent will be contacted. If necessary the emergency contact person will be notified to arrange collection of the child.

The parent will cover any expense incurred in arranging suitable transportation for the child. In the event of staff not being able to speak to either a parent or emergency contact, the child will remain under the care of BASC staff and a late fee will apply. (See under fees for details.)

Emergency care policy

Emergency Care is an unexpected, unforeseen circumstance that impacts on the family's ability to provide care. The Emergency Care provision in the Child Care Act 2002 permits one child extra above the licensed capacity, to be cared for at BASC. In the best interests and the well being of the children, BASC will not agree to the regular use of Emergency Care by individual families. Unexpected, unforeseen circumstances include:

- Medical emergency
- Unscheduled change of work hours
- Mechanical breakdown
- Traffic delays

Any child/children not collected from the Pick-up/Drop-Off Zone or classroom by their parent, care giver or nominated representative by 3.20 p.m. will be sent to BASC.

Only one extra child can exceed the licensed capacity. Extra students will be accommodated at Reception. The school will notify the parents immediately to make alternative arrangements.

Fees

Daily fees

Before School Care

Permanent Fee

\$13.00 flat fee

Includes breakfast until 7.45 a.m.

Casual Fee

\$15.00 flat fee

After School Care

Permanent Fee

\$20.00 flat fee (\$11.00 for 1 hour)

Includes afternoon tea

Casual Fee

\$25.00 flat fee (\$13.50 for 1 hour)

Vacation Care fees

Daily fee

Pre-booked

\$50 per day

Casual Fee

\$55 per day

Half day bookings available between 6.30 p.m. and 12.30 p.m. **OR**
12.00 p.m. to 6.00 p.m. - \$22.50 per session

Casual Fee

\$27.50 per session

Excursions/activities are extra and payable before the event.

Permanent fees are for regular weekly bookings. **Casual fees** are for bookings taken with less than 24 hours notice and sufficient licensed capacity is available.

If the roll is not co-signed by parents when children are arriving or departing, parents will be charged the maximum fee.

Accounts

Accounts will be issued fortnightly and must be paid within a fortnight. Non-payment of fees after this two-week period will result in a telephone call to the parents. If fees are not paid within one week of this call, then care may be withdrawn until fees are paid.

Late Fees

A late fee of \$20.00 will be charged for up to half an hour and \$40.00 for up to one hour.

If a family is frequently late collecting their child/children, the family may be excluded from the program.

Payment of Fees

BASC fees are payable by Ezi Debit (forms available at BASC office).

Child Care Benefit (CCB)

The Commonwealth Government provides a Child Care Benefit to parents utilizing Outside School Hours Care Services. Parents wishing to have reduced fees need to contact the Family Assistance Office (FAO) on 136150 to establish their eligibility and to register. The Family Assistance Office will advise BASC of any entitlements. BASC will only apply the Child Care Benefit percentage after notification by the Family Assistance Office. Rather than receiving reduced fees, parents may opt to claim through their taxation return at the end of the financial year.

A Customer Reference Number (CRN) is required for all families & children attending BASC. All families receiving CCB need to advise the Family Assistance Office (Centrelink) that the Ipswich Grammar School Before & After School Care is their new Care Provider.

The CRN's for the Ipswich Grammar School Before & After School Care are:

Before and After School Care 407 262 328 X

Vacation Care 407 277 629 J

Please register your children for both components of the service in case you should possibly require attendance at any of them at some time during the year.

Most families are eligible for a small discount on Childcare Fees. Many are eligible for a much higher percentage. If you have not previously registered for the Child Care Benefit and wish to do so, call the Family Assistance Office on 13 61 50 to begin the process. Use the above information as a guide. The Family Assistance Office will forward Child Care Benefit details to BASC.

You may choose to obtain your legal entitlements by receiving your discount at tax time, in which case BASC can obtain Customer Reference Numbers on your behalf. To enable us to do this, please call our office on 38139630 to provide us with the details required for this procedure.

Programs

In concert with the philosophy of learning and child development which permeates the entire Ipswich Grammar School, including the Before and After School care Service, the aims and goals identified below utilize realistic understandings of the optimal learning styles of boys within the single-sex school context.

The aims and goals below seek to clarify the joint direction of both Before and After School Care and Ipswich Grammar School and relate to the knowledge and skills intended to be developed in students through the careful crafting and planning of activities and learning experiences in school-aged care.

Cognitive Development

- Within the program of activities, students will enhance their abilities to analyse, infer, create, design, hypothesise, construct when relating their knowledge to a variety of real life problem-solving situations.
- Students will utilize their learned knowledge in a range of structured, unstructured, planned and incidental learning experiences and experience the success or failure of their decisions within these real contexts
- While striving to live and promote an active lifestyle, students will recognize the importance of healthy living and the many and varied ways to increase/develop the healthy elements of everyday living.

Emotional Development

- Students will be encouraged to develop emotional stability through consistent behavioural expectations and a structured routine.
- Students will increase confidence in their own abilities and self-esteem, through active participation and involvement in the program.

Social Awareness

- Students will interact with their peers in a variety of social settings and social roles and will develop these relationships on a variety of social levels – with peers, parents and carers.
- By participating in a range of excursions throughout the local community and engaging in activities which promote a sense of social justice and responsibility, particularly with regard to those members of the community who are less fortunate

than themselves, students will develop and enhance their consideration for others.

- Students will continue to increase their recognition of the needs of others and display empathy for the plight of others while endeavouring to understand the context surrounding their social circumstances.

Physical Development

- By participating in a range of active motor activities and competitive and non-competitive games, students will continue to increase their physical co-ordination skills, gross and fine motor movement patterns, whilst enhancing and proving their levels of basic fitness and stamina.

Activities are appropriate to the age, skills and interests of the children in attendance and will stimulate emotional, intellectual, lingual, physical, recreational and social potential. The program is evaluated regularly to check if the stated objectives have been achieved through the implementation of the program.

Children attending BASC are encouraged to offer ideas to assist in the planning of activities and are also encouraged to participate in the evaluation of the program. Parents are encouraged to offer ideas and feedback.

Discipline and behaviour

Children are expected to behave according to the Ipswich Grammar School Code of Behaviour. BASC will follow the discipline procedures as set out in the Policy and Procedure Manual.

Any child who is found through their behaviour to be endangering the safety of others attending the service will be refused attendance until the BASC Director and Head of Junior School are satisfied that there is not likely to be any further concern.

The parent/guardian assumes total responsibility for the behaviour of their child until officially signed into the service in the morning and immediately following signing the child out of the service in the afternoon/evening. This requires that the parent/ guardian must ensure that the child remains with them and in their total care for the entire time that they remain on school property during this time.

Homework and Home Reading

In order to strengthen the students' routines and develop a regular homework expectation akin to that being adopted by students who travel home directly after school, students who attend After School Care are expected to participate in a homework program. All students

from Year 1 to Year 7 will have the following routine:

3.00 – 3.15 p.m.	Sign-in procedures
3.15 – 3.30 p.m. Playground	Outdoor play in the Early Childhood Precinct, Sports Dome or
3.30 – 3.50 p.m.	Afternoon Tea in J20
3.50 – 4.00 p.m.	Afternoon Tea pack-up duties
4.00 – 4.30 p.m.	Homework <ul style="list-style-type: none">• Prep – outdoor activities• Year 1 (10-20 mins)• Years 2 & 3 (20 mins)• Year 4 - Year 7 (30 mins)
4.30 p.m. onwards	Continuation of planned activities

Understandably, students undertaking homework activities must do so in a settled environment free from distraction. Prep students will therefore be taken for individual outdoor play activities whilst Year 1 – 7 students utilize the tables and desks in J20 to commence homework. Students will be encouraged to commence activities for which they require little or no assistance or explanation and progress onto remaining tasks as time permits. In this way, BASC Carers will be able to arrange their time to assist students and, it is expected that all children “read” their assigned reading tasks to a supervising carer during the homework period. Home reading is recorded on the child’s reading record.

Parents must be resourced with the family time required once they arrive home to settle the family to dinner, evening time routines and bed. By taking some of the homework load from parents, our aim is to assist in the reduction of their busy schedule and hectic routines leading towards bedtime.

Any parents who do not wish for their sons to participate in the commencement of homework activities during this time are asked to place their request in writing to Sue Corke, Director of BASC.

Please note that the time allocated may be insufficient to complete all homework tasks and certainly does not absolve parents of their parental responsibilities, despite all attempts to reduce the hectic workload for parents once they have collected their sons from care. It is advised that the completion of tasks is checked and confirmed each evening. Staff will keep a record of children undertaking homework each day.

Nutrition

Breakfast is available in the BASC Centre for all children attending before school care prior to 7.15 a.m. This is provided at no additional cost to parents. The menu is based upon healthy and nutritional guidelines. Staff supervise the eating of this meal and recognise the importance that it plays in the regular daily routine of children before school.

Afternoon tea for the children after school at BASC is provided at no extra cost to parents. Special dietary needs of the students are taken into account as per parental instructions. The menu is based upon healthy and nutritional guidelines.

All children are supervised washing their hands before eating. Staff supervise all meal breaks to ensure that children receive adequate sustenance and fluids, and encourage all children to be seated while eating and drinking. A refrigerator is provided for lunch boxes during Vacation Care if required.

Cooking

Cooking is one of the various activities provided as part of the program. All staff and children involved in food preparation and cooking wash their hands with soap and water prior to activity. In addition, children touching food which is to be consumed must wear food preparation gloves.

Children are supervised closely during all cooking activities.

Vacation care

Vacation Care is available only to students of Ipswich Grammar School and their school-age siblings (including sisters). The durations of the operation of Vacation Care are as follows:-

Easter Break -	two weeks
June/July -	three weeks
September/October -	two weeks
December -	three weeks after school breaks for year
January -	final three weeks prior to the commencement of the academic year (BASC closes for two weeks over the Christmas and New Year period.)

Pupil Free Days - these usually occur on the Monday before Terms 1, 2 and 4 commence.

Bookings - It is essential to book for Vacation Care. Forms and programs are available at the BASC office, on the Ipswich Grammar School website, or can be emailed. (Please notify BASC to register your email address at least two weeks prior to the vacation care period.)

An increased fee applies to casual or unplanned bookings for Vacation Care.

Cancellations - 24 hours notice of cancellation of any day in Vacation Care is necessary otherwise the normal daily fee will be charged. Voicemail messages may be left by telephoning the BASC office out of hours.

Activities - Children participate in a variety of activities during Vacation Care. Many of these are determined by the children during the planning stages of the program. All efforts are made to provide children with a wide variety of craft and games, ensuring that the focus of all activities remains enjoyment.

Excursions

Excursions follow the Ipswich Grammar School Policy and Procedure relating to excursions and off-campus activities. Children in Years Prep to 7 are eligible to attend.

The cost of excursions and/or activities is additional to daily fees and is to be paid prior to the event. Permission forms along with medical forms must be signed prior to the child leaving the school. A first aid kit, student roll, emergency contact numbers, medical forms for all students and a mobile telephone are taken on each excursion.

Each child attending an excursion must wear enclosed shoes, wear sensible clothes being aware that they may spend periods away from shade, and bring the following items:

- morning tea, lunch and afternoon tea (unless otherwise stated)
- water bottle
- sunscreen
- hat

All excursions outside the usual premises are explained to parents via detailed written communications including dates, destination, method of transportation, departure/return times and the activities to be undertaken. Staff/child ratios are strictly maintained at all times.

Each carer is responsible for a designated small group of students and a staff member with current first aid qualifications also accompanies each group throughout the duration of the excursion.

Transportation

Where possible Ipswich Grammar School buses, which have seatbelts as standard features, are used for transportation to and from excursion destinations.

Sun protection

BASC staff are encouraged to use sun protective clothing, hats and SPF 30+ broad-spectrum sunscreen for children and themselves when outside. The BASC program is structured to maximise the use of available shade for outdoor activities and reduce the amount of time spent in the sun between 10.00 a.m. and 2.00 p.m. Sunscreen is applied at least 20 minutes before children go out in the sun to maximise its effect.

Lost property

Items of lost property found at or near BASC that are named are returned to the child, or the child's classroom. Unnamed items are stored in the lost property box within the BASC precinct.

Illness & injury

The service has an approved first aid kit and manual, which are kept secure and accessible to staff only.

Each group of children at BASC during term and vacation has a staff member, with current first aid qualifications, who is able to administer first aid in the case of an injury or accident. All staff wear disposable gloves when administering first aid, or in any situation where there is body fluid present.

In the event of a serious injury, the School's Health Centre Manager is contacted immediately. If directed by the Health Centre Manager, the child is referred to a local practitioner or an ambulance is requested. A parent/guardian (or the emergency contact person if necessary) is notified. In case of accidents, where documents relating to medical treatment are required to be signed and the parent or emergency contact cannot be contacted, the Director or Assistant Director is authorised to act "in loco parentis".

Parents are responsible for meeting all medical costs associated with the treatment of their child. Parents may submit a claim under the student accident insurance plan for compensation.

In the event of a minor injury, upon collecting the child, the parent is advised of the injury and of the treatment administered. All accident/injury incidents are recorded along with the associated treatment.

All injuries requiring a medical practitioner or hospital treatment are documented and the Department of Families informed in accordance with The Education and Care Services National Regulations (2013).

Sickness

Parents are contacted regarding their child's illness and are requested to collect them as soon as is possible. Only in the case of an emergency will the BASC Director seek medical treatment for a sick or injured child and only after every attempt has been made to contact the parent or emergency contact persons. The parent will indemnify the centre for all costs associated with seeking medical treatment and for acting in the best interests of the child.

Medication

Medication for students is administered only if prescribed by a doctor for that student and instructions are supplied. Parents must sign the appropriate documentation to authorise the School's Health Centre Manager to administer the medication.

BASC staff are not permitted to administer Panadol or other unprescribed medication (including cough mixtures) without written instruction from a medical practitioner. All medication and permission forms must be submitted to the BASC Office and medication will be administered only by the School's Health Centre Manager or, in her absence, the BASC Director.

Immunisation

The Queensland Government has amended the Public Health Act 2005 to give approved early childhood education and child care services (ECEC services) the power to exercise discretion regarding enrolment and attendance of children who are not up to date with their immunisations. These changes will help to:

- better protect young and vulnerable Queenslanders from vaccine-preventable disease
- give ECEC services the option to refuse, cancel or place a condition on enrolment or attendance of children whose immunisation status is not up to date, and
- legally protect approved ECEC services that make decisions about a child's enrolment or attendance based on the child's immunisation status

More detailed information on the legislative changes is available at www.qld.gov.au/vaccinate

Exclusion

A child must be removed from the program and the parent/guardian contacted if the child is found to be suffering from an infectious, or contagious disease, or a recognised exclusion illness/condition.

It is the responsibility of the parent/guardian to inform the school of any infectious disease that their child or other immediate family members may be suffering. The school will subsequently notify BASC.

NHMRC Recommended Exclusion Periods

The National Health and Medical Research Council (NHMRC) provide '*Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases*'.

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chicken pox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary.	Not excluded.

Hand, Foot and Mouth disease	Until all blisters have dried.	Not excluded.
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Hookworm	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and like influenza illnesses	Exclude until well.	Not excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
Measles	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Un-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If un-immunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.

Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).	Not excluded.
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 14-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.

Staff

In consultation with Ipswich Grammar School Human Resources and Senior Management Team, all staff are selected based on their skills, experience and qualifications. In order to maintain high quality care and programs, staff are encouraged to participate in ongoing training through professional Development sessions, specific training and sharing ideas and knowledge through regular staff meetings.

All staff employed are required to have the following current qualifications:

- Senior First Aid
- CPR
- Positive Notice Blue Card for Child Related Employment
- Certificate III in children's services, Diploma in Children's services or be studying to gain these or similar qualifications.

Staff are encouraged to interact with parents on general matters. Matters of discipline or of a personal nature should be discussed first with the Director.

Parent participation

Parents are welcome at BASC and are encouraged to participate by:

- becoming a member of the BASC Management Committee which meets once per month;
- donate items — paper, craft-items, fruit/other food items during term or Vacation Care (see Director)
attending and assisting during excursions at Vacation Care
- visiting BASC and sharing elements of culture, life interests, occupation, making interesting food treats/craft activities or showing childhood games.

Parent information

Information about the service - programs, Vacation Care, fees, carers etc. can be found on the Notice Board in the BASC rooms, through articles in the Junior School Bulletin, on the IGS website, by contacting the Director or by making an appointment to discuss issues concerning BASC.

Child protection

The Ipswich Grammar School policy on child protection was written and adopted as policy in 2004. It covers all forms of child abuse. This policy was written for the purposes of providing written processes about the appropriate conduct of Ipswich Grammar School staff and students that accord with legislation applying in Queensland about the care and protection of children.

The following principles are stated within the policy:

- Protecting students from harm or the risk of harm is fundamental to maximising their personal and academic potential. Ipswich Grammar School recognises that people who are subjected to abuse are harmed by it.
- At Ipswich Grammar School, the welfare and best interests of the child will always be a primary consideration.
- Ipswich Grammar School expects our students to show respect to our staff and volunteers and to comply with safe practices.
- All employees must ensure that their behaviour towards and relationships with students reflect proper standards of care for students and are not unlawful.
- Sexual acts by an adult employee or volunteer with a student will always be sexual abuse.
- Ipswich Grammar School will respond diligently to a report of suspected or actual harm, or risk of harm to a student.
- Reprisals against students or others making a complaint will not be tolerated.
- Student management practices will be administered with respect and in a manner which maintains the student's dignity.
- Ipswich Grammar School will act fairly and reasonably towards an employee or volunteer who is the subject of allegations of improper conduct.
- Ipswich Grammar School will support an employee or volunteer who is the subject of a proven false allegation of causing harm to a student.
- Anybody within Ipswich Grammar School who becomes aware or reasonably suspects that a student is being harmed must report it to the School in accordance with the School's Procedures for Reporting Harm.
- Ipswich Grammar School will take disciplinary action against employees who harm others and appropriate action against volunteers who harm others.
- Ipswich Grammar School will not permit people to work in a position if the School believes, on the basis of all information available, that if the allegations against them were wholly or partly true there would be an unacceptable risk that others might be harmed.
- Ipswich Grammar School will co-operate with State authorities in resolving allegations of harm.

Following on from this policy:

- All employees and volunteers are required to have a current "Working with Children" police check, known as a Suitability Card - issued by the Commission for Children and Young People.
- When a complaint is made it will be treated seriously.

- If the complaint is made by a student who is an alleged victim, immediate steps will be taken to protect the student and to provide immediate, professional counseling support.
- The Director will provide BASC staff with knowledge of all legislative requirements and changes relating to protection of children including the Child Care Act 2013, Commission for Children and Young People Act 2000 and other relevant legislation.
- Staff will instruct the children to inform them when going to the toilet and will ensure that the children go in pairs. Staff will check that the children have returned after 3-5 minutes and if not, their absence will be investigated and the Director notified. After dark children will use toilets closest to the room/s and be closely monitored by staff.

Handling of complaints and grievances

All complaints or concerns should first be addressed and discussed with the Director. If concerns remain unresolved, they should be forwarded in written form to the Head of Junior School.

Heated discussions should never take place in the presence of children. Any parent who insults or upbraids any staff member within the hearing of children will be referred immediately to the Head of Junior School to determine the suitability of continuing enrolment at Ipswich Grammar School. Both parents and staff should respect each other's roles and concerns.

BASC holds a licence under the Child Care Act 2013 and The Education and Care Services National Regulations 2014 enforced by The Office for Early Childhood Education and Care (ECEC), and any complaint or concern may be forwarded to The Office for Early Childhood Education and Care (ECEC).

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