



KINDERGARTEN 3 & 4 INFORMATION BOOKLET 2026

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Bialik Early Learning Centre is an Approved Long Day Care Centre

STATEMENT OF PHILOSOPHY

Bialik is unique as Australia's only pluralist Jewish school embracing the entire Jewish community regardless of affiliation or practice. Our students have a strong and positive relationship with Israel, and they enjoy exploring the complexity of Jewish life. Their experience of Judaism is expansive and inclusive, embracing the reality that there are different paths for different people.

Bialik teaches and celebrates the richness of Jewish life and provides an experience of Judaism that is embracing and outward-looking, whilst traditional at base. Students develop skills, dispositions, knowledge and values that are essential for them to become active members across our Jewish community. As students mature, their engagement with Judaism becomes increasingly expansive, equipping them to make informed choices about their Jewish practice and identity.

Bialik Early Learning Centre is inspired by the Reggio Emilia educational approach and the National Early Years Framework which challenges our role as educators to strive to make visible the curiosity and resilience of the young child through active listening. Bialik supports the values of respect, perseverance, integrity, empathy, and responsibility and these are values that are lived every day. Children come to school with many variances in their thinking, talking, physical and social skills. Not only will each child be at different stages in their development, but the pattern of their ongoing learning can be uneven. As part of our approach in the Early Learning Centre we continue to encourage the curiosity, wondering and thinking of the children through ongoing investigations. Each room has been designed with a studio attached as part of the exploration of materials, skills and the development of ideas. This gives children opportunities to challenge their thinking and scaffold their understanding using different languages. We believe in the importance of time to revisit ideas and thereby deepen the learning.

The Cultures of Thinking Project at Bialik College, in collaboration with Project Zero at the Harvard Graduate School of Education, commenced in 2005. Its aim is to understand and enhance learning, thinking and creativity in the arts, as well as humanistic and scientific disciplines, at the individual and institutional levels. The Cultures of Thinking project focuses on further developing a school-wide culture of thinking that supports deep thinking and the development of students' thinking dispositions. It supports students in becoming more flexible and energetic in their thinking and learning, develops critical and creative thinking and deeper engagement while also equipping students to become more comfortable in the face of ambiguity and uncertainty.

Teachers are provided with a unique opportunity to undertake professional development within a team environment, working with some of the world's leading educational thinkers on an ongoing basis over an extended period of time. Students are the ultimate beneficiaries of the project as it is focused on providing new strategies of learning to enrich their experience and develop thinking skills for their lives both within and beyond school.

In the kindergarten, we create a literate and numerate environment and use a multi-faceted and developmental approach. The children work in small groups which encourages the children to develop an understanding of concepts offered to them.

As part of our day-to-day learning in an environment which makes visible the achievements of the individuals within a group, the Early Learning Centre provides learning spaces where children in the kindergarten are encouraged to be risk takers, to test theories and question, and in doing so acquire sound basic skills in all areas within the day-to-day investigations. Every child's potential is seen for its strengths both as an individual and as part of a number of groups which include family, school and society. The school provides the children with a wide variety of experiences which encourage them to experiment, investigate, communicate and reason. We seek to develop a deep understanding of the rich customs and traditions within Judaism to assist the child in an awareness of who they are as active members of the Jewish and global community and our strong connections to Israel. A full-time designated Hebrew speaking educator supports the child in developing this awareness.

STAFF CONTACT DETAILS

Head of ELC	Daphne Gaddie	gaddid@bialik.vic.edu.au
Assistant Head of ELC	Natalie Kluska	kluskn@bialik.vic.edu.au
Leadership & Learning Environment	Zoe Winograd	winogz@bialik.vic.edu.au
Personal Assistant to Daphne Gaddie	Nicky Antman	antman@bialik.vic.edu.au
ELC Reception	Kim Schwartz Heidi Hayden Avishag Rager	PH 98224599 elcreception@bialik.vic.edu.au
Co-ordinator of Hebrew and Jewish Studies - Primary and ELC	Tali Barr-Waanders	barwt@bialik.vic.edu.au
Library	Emilie Rosenberg	rosene@bialik.vic.edu.au
Music	Michelle Priestly	priesm@bialik.vic.edu.au
Health & PE	Belinda Lee	leeb@bialik.vic.edu.au
Before and Aftercare/Holiday program Details	Zana Kovaceska BOSHClub	bialikOSHClub@bialik.vic.edu
First Aid Officers	Eliza Chapman Gayle Redfern	health@bialik.vic.edu.au
Parents' Association	Leesa Freilich	bcpa@bialik.vic.edu.au (general) bcpapresident@bialik.vic.edu.au

TEACHING STAFF

Kinder 3 Educators		
Kinder 3 Aleph	Amy Jacobs Tali Back Julia Rogers	jacobamy@bialik.vic.edu.au
Kinder 3 Bet	Megan Miller Mira Ziger Mika Errez	millem@bialik.vic.edu.au
Kinder 3 Gimmel	Sarah Downie Ayana Shavit Gail Bousi	downis@bialik.vic.edu.au
Kinder 4 Educators		
Kinder 4 Aleph	Natalie Kirley Pazit Spring Megan Jay Amy Pickard	kirlen@bialik.vic.edu.au
Kinder 4 Bet	Ranjna Najat Ortal Erez Bennet Miri Sheffer Waterson	najatr@bialik.vic.edu.au
Kinder 4 Gimmel	Gali Sommer Tali Carmi Rajitha Subasinghe	sommeg@bialik.vic.edu.au

COMMUNICATION

You will regularly be informed about the children's involvement in the classroom and within the Centre through emailed notices, the OWNA App, documentation in the classrooms and parent evenings.

Details of notices, news and upcoming events will be communicated in the weekly Igeret Ktana. This is an important source of information from the school and the Parents' Association, and you are encouraged to read it to stay informed of upcoming news and calendar events.

If your address or email details change, please advise the communications department immediately via email: communications@bialik.vic.edu.au or advise the office/reception.

SCHOOL WEBSITE

School Website

The school website address is: www.bialik.vic.edu.au

COMPASS

Compass is an online learning portal for parents, students, and their teachers. The role of the Compass changes as your child assumes more responsibility. Compass also provides access to school policies, notices, and important dates, as well as access to booking parent-teacher interviews.

OWNA App

We facilitate parent participation in their child's education via the OWNA App. This utilises tools specifically designed to help families, educators and staff connect and exchange information about each child's learning journey in Kinder.

CCS and Billing for ELC is also done via this portal.

Prior to commencement, you will receive an email with instructions to download the app and login details.

KINDERGARTEN THREE AND FOUR

Hours and Dates of Operation

The kindergarten program operates during school terms only. The Long Day Care Program (LDC) 40 weeks in term time only, or 48 weeks which includes the kindergarten program, before and after school care as well as holiday programs.

The holiday program resumes on 6th January 2026.

The kindergarten and Long Day Care hours and dates of operation are as follows:

Kindergarten

8.30 – 3.30pm Monday to Thursday

8.30 – 3.15pm Friday

Long Day Care

7.15 – 6.00pm Monday to Thursday

7.15 – 5.00pm Friday

Kinder 3 offers flexible attendance of 3, 4, or 5 days per week, while Kinder 4 is offered 4 or 5 days per week.

2026 DATES OF OPERATION

Long Day Care Dates

January	Open 6 th Holiday Program Closed 26 th Australia Day	18
February		20
March	Closed 9 th Labour Day	21
April	Closed 2 nd – 9 th Incl Passover & Easter Closed 25 th Anzac Day	16
May		21
June	Closed 8 th King's Birthday	21
July		23
August	Closed 17 th Staff Conference	20
September	Closed 21 st Yom Kippur Closed 25 th Grand Final Day	20
October		22
November	Closed 3 th Cup Day	20
December	Closed on 23/12 (last day 22nd)	16
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Public Holidays	New Year
	Australia Day
	Labour Day
	Good Friday
	Easter Monday
	Anzac Day
	Kings Birthday
	Grand Final Holiday
	Cup Day
	Christmas Day
	Boxing Day

DAILY ROUTINES

The daily schedule is designed to provide a balance of quiet and active experiences as well as individual and group, indoor and outdoor, child initiated and adult directed experiences with transitional time to complement these experiences. Routines such as eating, toileting, sleeping and dressing are an integral component of the daily schedule. The routine provides structure whilst remaining flexible to provide latitude for special days such as birthdays, visitors, festival celebrations, changes in weather and other unexpected events.

The routine affords the opportunity for familiarity and promotes independence whilst allowing the children enough time for unhurried and relaxed transition times.

PROGRAM

The first few weeks of Kinder will focus on developing relationships amongst children with their teachers. The Kinder program is varied and offers many opportunities for the children to explore, be curious and discover new interests and skills in a collaborative setting. Children choose activities in which they would like to be involved. Educators support children's choices where appropriate encouraging individual thinking and development. The Bialik Early Learning Centre is inspired by the Reggio Approach and the National Early Years Framework which reflects our philosophy of the principles, practices and learning outcomes of our kinder program.

Each classroom has been designed with a studio attached as part of the exploration of materials, skills and the development of ideas.

SIGN IN/OUT

Signing children in and out is done via the OWNA App. Parents may drop their child from 8.30am. If you are unable to collect your child at the nominated time in the attendance register, please phone ELC Reception (9822 4599) and we will relay this information to your child and the child's teacher.

If you are going to be very late it may be preferable to arrange for one of the people nominated on the enrolment form to collect your child.

Only people you nominate in writing will be permitted to collect your child.

If during the course of the day collection information changes and your child will be collected by someone not listed on your child's Collection Authority information, please phone or email the ELC office at elcreception@bialik.vic.edu.au with details of the person collecting. **You will be called if an unauthorised person arrives to collect your child.**

If your child is required to be picked up early, please advise the teacher and inform the ELC office of details of collection.

Parents are responsible for their child's care and welfare after leaving the kinder room at pick up time.

Please be aware of the danger faced by the child if they walk/run out of the front door unaccompanied and ensure that you are holding your child's hand when leaving.

LONG DAY CARE

Bialik manages the Out of School Hours Care & Holiday Program that takes place on our campus, known as BOSHClub (Bialik Out of School Hours Club).

All bookings are made via the OWNA App.

Please ensure that your kinder teacher has been notified.

Program Hours:	Mon-Fri	7.15 a.m. to 8.30 a.m.
	Mon-Thu	3.30 p.m. to 6.00 p.m.
	Fri	3.15 p.m. to 5.00 p.m.

All food for the holiday program is to be provided by parents. Should your child still require nappies, these should be provided by parents directly to the staff at the holiday program.

ABSENTEES

If your child is absent from Kinder for any reason, please inform ELC reception and/or the teacher either by phone 9822 4599, email elcreception@bialik.vic.edu.au or in person.

MEDICATION

It is important that any medication required by your child be listed by the parent or authorised person on a medical form and the medication must be handed to the teacher along with clear instructions on administering.

HEBREW AND JEWISH STUDIES

The kindergarten children are exposed to the Hebrew language on a daily basis. The program is tailored to the children's interests and personal needs. We aspire to create a connection between the students, their Jewish heritage, and the State of Israel. The children learn about the festivals through stories, games, role play, songs, dance, and food. They will often re-enact storytelling with puppets and costumes.

The Hebrew curriculum is topic-based around students' interests and the investigations that they are involved with in the kinder classroom. The children will become familiar with the vocabulary that incorporates their daily routine at school.

Our aim is not only to familiarise the children with the language and Jewish heritage, but for them to also use the vocabulary in context and to be able to actively participate in Jewish festivals and Shabbat.

The Jewish Studies program is designed to develop an understanding of and love for the beliefs, heritage, and traditions of Judaism. Hebrew is used during daily activities and more intensively during Hebrew sessions. In this way the children become familiar with Hebrew as a living language.

Each Friday morning the Kinder 3 and 4 children prepare for a Kabbalat Shabbat. The children learn about the practices, traditions and prayers relating to Shabbat. This involves the making of their own challah with a parent or carer before class begins. This usually takes place in the dining room. Your child's teacher will advise when this commences.

Each class has their own traditions regarding how they individually celebrate Kabbalat Shabbat and your class teachers will discuss this with you

The children are asked to bring a gold coin on Fridays to donate to *Tzedakah*.

WEEKLY PROGRAM

MUSIC AND LIBRARY

The children have one music lesson and one library lesson (Kinder 3 and 4) per week.

The ELC Music Teacher and the Teacher Librarian work closely with the teachers to program music and library time to enhance the classroom journey and the experiences that the children are involved in.

The ELC library is located on the first floor at the western end of the building or at the end situated closest to the primary school building.

The Music Room is located on the first floor at the eastern end or towards the Tooronga Road end of the building.

HEALTH & PE

Kinder 4 Health & PE is conducted outdoors or in the Sports Centre gym. The children participate in a range of activities, focusing on skills development, fitness, and teamwork.

In the second semester children also take part in a weekly Perceptual Motor Program (PMP) with a sports specialist. The Sports Centre is located directly adjacent to the ELC.

REST TIME

As part of the kinder day, the afternoon routine includes a period of rest time. We believe that sleep and rest time play an important part in a child's growth and development, so all children are encouraged to have a rest period. Many children sleep during this time whilst others rest quietly.

COMMON AREAS

The area known as the **Piazza** is the central space between the edge of the dining area and extends to the area outside the long day care room. This is a multipurpose space which is used for play, parades, festivities, parent information evenings etc.

The **Undercroft** is the undercover, outdoor portico area at the lowest level of the ELC building and adjacent to the playground. This can be accessed either from outside the ELC building or via the internal stairwell. Lift access is available if required.

We have both indoor and outdoor play areas that the children may have access to.

TECHNOLOGY

Technology is an integral part of children's lives as they demonstrate a natural enthusiasm for technology in the world around them. Technology is naturally integrated into the curriculum and used to support and enhance children's learning. The children are empowered to use a diverse range of technologies to express their creativity, thoughts and ideas. They are regularly introduced to new technology and skills as required. The goal is a focus on creation rather than consumption. We focus on the use of technology across all areas of learning.

HEALTH AND WELLBEING

Despite all precautions, common illnesses are easily spread as the children work and play in close contact with each other. It is important that children who attend kindergarten are healthy and well.

If your child has a runny nose, persistent cough, vomiting and/or diarrhoea, a temperature or is generally lethargic she/he should be kept at home and rested until they are completely well. Sending your child to school may not make them feel less well but it increases the likelihood that infection will spread.

Young children who are still developing immunity can get as many as 8 to 10 colds each year. Like most virus infections, colds have to run their course. They are also vulnerable to illnesses such as gastroenteritis. Recuperating at home is the best thing for an unwell child. Staying at home will allow them to get plenty of rest as well as avoid strenuous activities which will help the child feel better sooner.

According to the Victorian Statutory requirements, if the child is experiencing certain symptoms such as diarrhoea or a fever they should be excluded from school until 24 hours after the symptoms have ceased. If a staff member believes that a child should not attend, we have asked that this be privately mentioned to you so that you are able to make other arrangements. Please arrange two or three back up plans to help you take care of your child should they be unwell. Once your child is well enough to return to school, they will be eager to participate in the educational program offered in the kindergarten.

If a child becomes unwell during the course of the Kinder day, the school nurse is consulted, a diagnostic opinion formulated, and advice given as to the action to be taken. This procedure is followed in the case of illness or an injury.

Head Lice

Bialik College has developed a Head Lice Policy that outlines the roles and responsibilities of the various people involved in the detection, treatment and control of head lice.

Please refer to the Bialik College Online Handbook.

Sunhats

Bialik College is a SunSmart school. It's important to have a healthy balance of UV (ultraviolet radiation) exposure. Too much UV can cause skin damage whilst too little can lead to low vitamin D levels. Vitamin D is necessary for general health especially the development and maintenance of healthy bones and muscles in children.

During the summer months in particular during Terms 1 and 4, all students in the ELC are required to wear hats that protect their face, neck and ears. The school will provide hats for the children.

Please refer to the **SunSmart Policy** on Appendix A.

CLOTHING AND BEDDING

Comfortable clothing and closed footwear will enable your child to participate in the day-to-day experiences and varied activities offered in the kinder and in variable weather conditions. This includes **clothes which cover the shoulders** and protect from the sun as well as **sunhats**. In the summer months, sunscreen should be applied to your child prior to arriving at school. This will be reapplied as required throughout the day.

Please **provide a full change of clothes** for your child which will be kept in your child's locker in their classroom. A sheet and bedding should also be provided for rest time and will regularly be sent home for washing. **All clothing and bedding should be clearly labelled.**

We discourage the children from bringing toys and expensive items to Kinder.

FOOD

NUT AWARE POLICY

Bialik is a nut aware school.

As part of the ongoing safety awareness at Bialik College, the school adheres to a **TOTAL NUT AWARE** policy throughout the entire College. Please refer to the **NUT AWARE POLICY** in the Bialik College Online Handbook or in Appendix 1.

MEALS

Lunches

Lunches and afternoon tea are provided by our kitchen which is a kosher, dairy kitchen. The menu is planned by our ELC cook and dietician, Anat Davilla Brotman and two assistants using seasonal and fresh produce. Children who are allergic to specific foods or who have other dietary requirements as listed on their medical forms are catered for in the food provided.

Morning Snack

The children have a fruit snack and water during the course of the morning prior to lunchtime. Fruit is brought from home and your class teacher will speak to you about what is required.

Afternoon Snack

A light snack is prepared by our cook.

BIRTHDAY CELEBRATIONS

To avoid exclusion of children with allergies or other dietary requirements, an allergy free kosher birthday cake is baked by our kitchen staff and is available by ordering online at <https://www.trybooking.com/DHGHG>

The cost of a cake is \$15.00. You may prefer to purchase icy poles as an alternative to the birthday cake that we provide. **They must be kosher.** We suggest Kosher lemonade icy poles. Regarding birthday celebrations in your child's class, please discuss with your child's teacher.

Birthday Party Invitations

Please only distribute birthday party invitations at school if the **whole class has been invited.**

PARENT TEACHER INTERVIEWS

These meetings are scheduled for different times throughout the year, and you will be notified of these times as required. Please contact your child's teacher via email or leave a message at the ELC reception if you would like to discuss a matter at any other time. The morning drop off and pick up times are very busy and it is difficult for teachers to discuss or engage in important matters at this time.

RELIEF STAFF

There are times when we may need to employ relief staff to cover teacher absences such as long service leave, sick leave, professional development days and/or holidays. We believe it important to maintain consistency and continuity of care for young children, so we endeavour to use relief staff whenever possible who are familiar with the children as well as regularly work at the school.

STUDENT SERVICES

The student services department is made up of:

- **Counselling services** – provides individual counselling, as well as support for parents and teachers. There is also the provision of social programs – for example, social skills, anti-bullying programs etc.
- **Educational support** – provides 1:1 and small group teaching to assist student achievement.
- **Integration support** – assists students with disabilities, special or additional needs integrate into the mainstream life of the ELC.

Student Services Staff

<u>Title</u>	<u>Name</u>	<u>Email</u>	<u>Days at school</u>
Coordinator Student Services & Integration	Deborah Zylberstein Reed	reedd@bialik.vic.edu.au	Monday – Thursday
Psychologist	Danielle Goldman	goldmd@bialik.vic.edu.au	Monday, Tuesday & Thursday
	Lauren Rosenbaum	rosenla@bialik.vic.edu.au	Monday, Tuesday, Wednesday, Friday

STAFF PROFESSIONAL DEVELOPMENT

Bialik provides ongoing professional development (PD) to all staff. It involves providing opportunities for teachers and staff members to collaborate on programs, undertake training as well as evaluate policies and procedures. PD days can be found on the calendar (Pupil free days) as well as sessions which are held weekly.

STUDENTS AND VOLUNTEERS

Students from universities and TAFE Colleges are welcome at the ELC. They are required to hold a valid Working with Children Check and they are always monitored and supervised by the teaching staff.

PARENTS' ASSOCIATION AND CLASS REPRESENTATIVES

The Parents' Association offers numerous ways for you to help enrich school life. Through its sub-committees, the Association organises regular cultural, social, and fund-raising activities. There are many opportunities for you to become involved, among them serving as class representative, assisting in the library or with preparations for the Chagim as well as many other activities.

Class Representatives

The role of Class Representative is to promote parent involvement in the school as well as acting as liaison between the Parents' Association and the parents. Each class has at least two class representatives to share the role in which your contribution is greatly valued.

Volunteering

As we have volunteers coming in to read stories, attend Kabbalat Shabbat, birthdays and have opportunities for other occasions to be with the children, we require the completion of the annual Online Volunteer Child Safety & Wellbeing Training Module so that you are prepared for when you attend. The module only takes about 15 minutes to complete and is designed to quickly familiarise volunteers with the specific processes used at Bialik to keep children safe. While all volunteers are required to understand and uphold all of our child safety and wellbeing practices and policies, this **compulsory online training** helps in understanding your important role.

Please access the module [Child Safety and Wellbeing Module | Bialik College](#)

While not compulsory for every type of volunteer (if it is a requirement for you, we will inform you), we would like to strongly encourage all volunteers to complete a volunteer Working With Children Check (WWCC). This can be completed for free and in minutes on your mobile phone.

Please access the WWCC application via <https://service.vic.gov.au/services/working-with-children>

Centre for Hidden Treasures

This centre is located in the Undercroft of the ELC. We are always sourcing new and exciting materials to add to our centre's resources. These materials are common everyday materials and may come from people's homes or more often from businesses with excess, damaged or old stock. Some examples are paper offcuts, beads, Perspex, untreated wood pieces, rolls of fabric, metal, foam, ribbons, haberdashery items, nature collections, springs, mirrors etc. The list is endless and if you have anything that may be appropriate, please contact ELC reception.

ELC POLICIES

Extensive policies are documented to cover all aspects of the kindergarten and are continuously updated in accord with our commitment to continual improvement. Policies are governed by the *Children's Services Act and Regulations*. All ELC policies are available from our office.

FIRE DRILLS & EVACUATIONS

An evacuation and lock down procedure manual is located in the Early Learning Centre along with Emergency Plan Equipment. Evacuation and lock down drills are conducted regularly. If you are at the Centre during a drill or at a time that evacuation or lock down is required, please follow staff instructions.

COMPLAINTS

If you have any questions about the care, protection and safety of your child or the management of the kindergarten, please raise this with the staff member in your child's room, the Head of the Early Learning Centre, or if necessary, the principal of the school. Please put your concerns in writing. Every effort will be made to resolve the problem cooperatively and quickly and if necessary, meetings will be scheduled with all parties concerned. Complaints are managed with discretion and confidentiality is assured. If after discussions with us you feel that your complaint has not been adequately addressed, you may wish to contact a Children's Services Adviser at the Department of Education and Early Childhood Development on 9265 2400 (please see notice at the entrance of the Early Learning Centre).

WITHDRAWAL OF A STUDENT

The Notice of Withdrawal of a Student must be given in writing to the College as per the "Withdrawing a Student" section in the Handbook, failing which the parents will be responsible for the payment of one term's school fees in lieu of notice thereof.

CAR PARKING

DROP-OFF AND PICK-UP AT TOORONGA ROAD ENTRY TO THE SCHOOL

Parents are asked to follow the car park rules to uphold safety and ensure the smooth movement of traffic. Parents who possess a permit are asked to ensure that it is clearly visible when parking. Our traffic supervisors have been instructed to refuse entry to anybody trying to enter the permit parking area without a permit.

A) TOORONGA ROAD

Always maintain a speed of no more than 5 km per hour. Safety is our priority.

Kinder, Newborn, Creche and/or BOSH permits are required during permit times. There will be no entry without a permit.

Parents are reminded that they should not overtake the queue, regardless of how busy or late they are.

MORNINGS

Turning LEFT when entering the Tooronga Road gate has 1P PERMIT parking for:

1. Disabled (2 spaces)
2. Newborns (4 spaces)
3. Creche and Bosh (7.00am-6.00pm)
4. Kinder (8.00am-9.00am)

Turning RIGHT when entering the Tooronga Road gate has:

1. "Kiss&Go" drop off for Prep – Year 12 (7.45am-8.40am)
2. PERMIT parking for Kinder and Creche (8.40am-9.00am)
3. No Parking (9.00am-2.30pm)

AFTERNOONS

Turning LEFT when entering the Tooronga Road gate has 1P PERMIT parking for:

1. Disabled (2 spaces)
2. Newborns (4 spaces)
3. Creche and Bosh (7.00am-6.00pm)
4. Kinder (2.30pm-4.00pm)

Turning RIGHT from the gate has 1P parking:

1. Available for all to use (2.30pm-4.00pm)

B) AUBURN ROAD

MORNINGS

1. There are 7 parking spots (green) available up to the small parking island.
2. From 7.30am – 8.45am the remaining area is a drop off zone only.
3. After 8.45am, staff and parents may park in the 16 available spaces (orange) after the small parking island, up to the boom gate.

AFTERNOONS

1. A member of Bialik College staff will be positioned at the entrance to Kipen Drive and once all car spots have been taken, the staff member will not permit additional cars to enter Kipen Drive.
2. In the event no spots are available, parents are encouraged to utilise car spots on Auburn Road, car parks (opposite the Auburn Road entrance 50 metres towards Toorak Road) or in the surrounding streets.
3. Parents who secure a car spot in Kipen Drive are asked to gather their children and exit Kipen Drive with some urgency, thereby allowing those waiting for a car space the opportunity to access one. When leaving Kipen Drive, please note that ALL drivers of cars must perform a U-turn at the clearly designated area ONLY. For drivers and pedestrians alike, this provision will maintain certainty in the manner in which the traffic will flow through the Kipen Drive precinct.

C) DISABLED PARKING

Disabled car spaces at both entrances are reserved for people with current disabled stickers.

D) STREETS SURROUNDING THE SCHOOL

1. The Tooronga Rd surrounds include a limited number of two-minute parking spaces between the Tooronga Road ENTRY and EXIT as well as north of the EXIT between 8:00am-9:30am and 3:00pm-4:30pm. There is also parking in the neighbourhood streets around Tooronga Road.
2. The Auburn High School car parks are not available to Bialik parents.
3. On Auburn Road there are large, free car parks 50m downhill from the school entrance. There is also parking on both sides along Auburn Road

E) OTHER NOTES

There is a maximum speed limit of 5km per hour. Parents are asked to limit the time that they remain in the car park thereby allowing more parents to be able to access it.

Please note – if you have concerns about the driving/parking conduct of a parent, it is generally best to contact the school rather than confront the individual. Details of the incident, with name and car description should be sent to info@bialik.vic.edu.au
The school "undercover parking", accessed from Cato Street is for staff only.

FOR THE SAFETY OF OUR CHILDREN - PLEASE OBSERVE THE ABOVE RULES. PLEASE DRIVE CAREFULLY AND COURTEOUSLY.

Reserved Parking

If you have a newborn baby, you will be permitted to park in a reserved spot in the Tooronga Road Car Park for one term. Please email a request to the ELC reception advising them of your car registrations and names. You will receive an acceptance email confirming your term's request.

Disabled Parking

Disabled car spaces are reserved for people with current disabled stickers.

Appendix 1

NUT AWARE POLICY

As part of the ongoing safety awareness at Bialik College, the school adheres to a TOTAL NUT AWARE policy throughout the entire College.

Parents and children need to be mindful of any products containing nuts when preparing lunches or snacks. Parents of children, who, historically, have suffered any anaphylactic reaction to any foods or insect bites, need to provide the school with an up-to-date medical action plan, signed by their treating doctor.

The following are guidelines for all parents of students at Bialik College, which, if followed, will minimise the risk of an allergic, possibly life-threatening, reaction to a member/s of the school population.

Don't send to school

- any fresh nut products
- any spread containing nuts (all nuts, e.g. peanut butter, Nutella)
- any muesli bar, biscuit or other product that **LISTS NUTS AS AN INGREDIENT**
- packages of mixed fruit (e.g. trail mix) that contain nuts
- recycled containers that may have contained nuts, e.g. cereal, peanut butter jars, biscuits

Please

- Don't use 'nut' ingredients if preparing food for a special school event (e.g. a birthday cake, cultural food, sports day, and picnics).
- If your child eats a nut product for breakfast (e.g. peanut butter on toast), washing hands before arriving at school will reduce the chance of exposing an allergic child to nut allergen at Bialik College (e.g. on the bathroom taps, computer mouse, climbing equipment, etc.).

Children are strongly discouraged from swapping food.



Safe Use Of Digital Technologies and Online Environments Policy**

Q2 - POLICY 45

Authority	Daphne Gaddie
Date of review	February 2027
To whom does the policy apply?	This policy applies to children, families, staff, educators, management, the approved provider (namely Bialik Early Learning Centre), nominated supervisor, students, volunteers and visitors of the Bialik Early Learning Centre (ELC).
AIMS	Bialik ELC is committed to fostering a culture that creates and maintains a safe online environment with support and collaboration from staff, families and community. As a child safe organisation, our school embeds the National Principles for Child Safe Organisations and continuously addresses risks to ensure children are safe in physical and online environments. Digital technologies have become an integral part of many children's daily lives. For this reason, it is important that our educators are not only familiar with the use of digital technologies, but are able to guide children's understanding of, and ability to interact, engage, access and use a range of digital technology in a child safe environment.
POLICY	<p>Children's safety and wellbeing is paramount, and our school has the responsibility to provide and maintain a safe and secure working and learning environment for staff, children, visitors and contractors, including online environments. We aim to create and maintain a positive digital safe culture that works in conjunction with our school philosophy, and privacy and legislative requirements to ensure the safety of enrolled children, educators and families.</p> <p>The use of Close Circuit Television (CCTV) installed at the ELC aims to address crime prevention strategies to reduce concerns, deal with complaints and support investigations. Bialik ELC adheres to the Privacy Act 1988 (Privacy Act) and comply with the Australian Privacy Principles. <i>Please note this policy includes regulation information and practices that come into effect from 1 September 2025.</i></p>

TERMINOLOGY	TERMINOLOGY	
	Artificial intelligence (AI)	An engineered system that generates predictive outputs such as content, forecasts, recommendations, or decisions for a given set of human defined objectives or parameters without explicit programming.
	Cyberbullying	When someone uses the internet to be mean to a child or young person, so they feel bad or upset
	Cyber safety	Safe and responsible use of the internet and equipment/devices, including mobile phones and devices.
	Disclosure	Process by which a child conveys or attempts to convey that they are being or have been sexually abuses, or by which an adult conveys or attempts to convey that they were sexually abused as a child
	Generative artificial intelligence (AI)	A branch of AI that develops generative models with the capability of learning to generate novel content such as images, text and other media with similar properties as their training data
	Harmful content	Harmful content includes sexually explicit material; false or misleading information; violence; extremism or terrorism; hateful or offensive material
	ICT	Information and Communication Technologies
	Illegal content	Includes: images and videos of child sexual abuse Content that advocates terrorist acts Content that promotes, incites or instructs in crim or violence Footage of real violence, cruelty and criminal activity
	Optical Surveillance Device	Has the same meaning as in section 6(1) of the Surveillance Devices Act 2004 of the Commonwealth
	Online hate	Any hateful posts about a person or group based on their race, religion, ethnicity, sexual orientation, disability or gender
	Smart toys	Smart toys generally require an internet connection to operate as the computing task is on a central server
	Sexting	Sending a sexual message or text, with or without a photo or video. It can be done using a phone service or any platform that allows people to connect via an online message or chat function

	Unwanted contact	Any type of online communication that makes you feel uncomfortable, unsafe or harassed.
IMPLEMENTATION	<p data-bbox="391 297 1543 371">Source: Glossary to NQF Child Safe Culture and Online Safety Guides- ACECQA 2025</p> <p data-bbox="391 539 1543 763">Bialik ELC uses digital technology and electronic devices as a tool for learning with children, documenting their learning and development, communicating with families and the wider community, supporting program planning and administration tasks and enhancing safety and security through systems such as sign in/out platforms and CCTV monitoring. Our educators are diligent in ensuring children are only able to access age-appropriate technology on a school issued device.</p> <p data-bbox="391 797 1543 831">Digital Technology And Electronic Devices Used At The School</p> <p data-bbox="391 864 1543 976">Bialik ELC adopts and aligns with the National Model Code and Guidelines for taking images or videos of children. From 1 September 2025 schools in Victoria will be banned from using or possessing personal electronic devices.</p> <p data-bbox="391 1010 1543 1346">Bialik ELC as the approved provider will inform staff, educators, visitors, volunteers and family members that the use of personal electronic devices used to take photos, record audio or capture video of children who are being educated and cared for at the ELC is strictly prohibited. This includes items such as tablets, phones, digital cameras, smart watches, META sunglasses and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) and other new and emerging technologies. These devices should not be in the possession of staff, educators or visitors (e.g. Early Childhood Improvement Professionals) while working directly with children.</p> <p data-bbox="391 1379 1543 1525">Staff and educators are advised that electronic devices issued by and registered with the ELC must not be removed from the premises as they may contain personal details of staff or children, including photos or videos. Exemptions may apply when required for operational activities, for example excursions or transportation.</p> <p data-bbox="391 1559 1543 1783">Bialik ELC as the approved provider will inform staff, educators and visitors of exemptions that may warrant a person to use or be in possession of a personal electronic device that can be used to take images or videos. Staff, educators or visitors with an exemption must not use the personal device to take images or videos of children. Exemptions need to be provided for in writing by the ELC as the approved provider and may include:</p> <ul data-bbox="391 1816 1543 2051" style="list-style-type: none"> • Emergency communication during incidents such as a lost child, injury, lockdown, or evacuation • Personal health needs requiring device use (e.g. heart or blood sugar monitoring) • Disability related communication needs • Urgent family matters (e.g. critically ill or dying family member) • Local emergency event to receive alerts (e.g. government bushfire or evacuation notifications) 	

Bialik ELC will develop and maintain a register of all electronic devices purchased for and used within the ELC. Each device purchased for and used at the ELC will be clearly marked with an identification code and marked to state it is property of the ELC. This register will include details such as the identification code, device type, date of purchase, intended use, assigned user (if applicable), security settings, and any features related to connectivity, data storage, or recording capabilities. Devices recorded in the register may include, but are not limited to, computers, tablets, mobile phones, cameras, CCTV systems, audio recorders, smart toys, baby monitors and any other internet-connected or data-enabled devices used within the ELC. Electronic devices issued by and registered with the ELC will be stored in a safe place ** at the end of the day.

Children enrolled at our school are not permitted to bring electronic devices to the ELC, unless an exception has been discussed with the ELC or nominated supervisor where the device may be required to support a diagnosed medical condition or disability. If a child brings an electronic device to the ELC, it will be switched off and stored in a locked cupboard.

Images And Videos

The approved provider is responsible for determining who is authorised to take, use, store and destroy images and videos of children using school issued digital devices. Images and videos will be stored securely with password protection, with access limited to authorised personnel only. Images and videos of children must only be taken and used in accordance with school policies, and careful consideration given to the purpose of the image or video. Educators will engage in discussions that consider the intent, appropriateness, context and consent involved in capturing and using the images and videos, ensuring the process aligns with children's learning, wellbeing and right to privacy.

Bialik ELC will regularly review how digital data, including images and videos of children, is stored. Back-ups of all digital data, whether offline or online (such as a cloud-based service), will be performed on a regular basis**. Digital data stored at the ELC will be destroyed in accordance with the *Record Keeping and Retention Policy* and procedure. The approved provider will ensure staff, educators, visitors and volunteers do not transfer images or videos from school issued devices to personal devices. Unauthorised transferring of digital data may result in disciplinary action.

Physical Environment And Active Supervision

The approved provider, nominated supervisor, management and educators will:

- ensure children are always supervised and never left unattended whilst an electronic device is connected to the internet
- provide a child safe environment to children- reminding them if they encounter anything unexpected that makes them feel uncomfortable, scared or upset, they can seek support from staff
- reflect on our school's physical environment, layout and design to ensure it supports child safe practices when children are engaged in using technology
 - perform regular audits to identify risks to children's safety and changes in room set-ups that can indicate areas of higher-risk and become supervision 'blind spots'

- ensure location of digital technology/equipment allows educators to remain in line-of-sight of other staff members when working with children
- only permit children to use devices in open areas where educators can monitor children's use
- be aware of high-risk behaviours for children online, including uploading private information or images, engaging with inappropriate content (inadvertently or purposefully), making in-app purchases, and interacting with unsafe individuals
- ensure all visitors and volunteers are supervised at all times
- ensure all devices are password protected with access for staff only
- where digital devices are used during transportation and excursions, they must be used in accordance with practices outlined within this policy and associated procedure.

Software Programs And Apps

Bialik ELC uses a range of secure software programs and apps on school-issued devices to support the educational program and administration of the ELC. All apps used by staff, educators, visitors and children are carefully selected, regularly checked and kept up to date with the latest available system updates. Access to software programs and apps are password protected to ensure the privacy of children, families and staff. Each user is required to create their own user account and ensure log in, and password information is not shared.

The approved provider will ensure programs which require additional background checks, such as CCS Software, are only accessed by authorised staff who have completed necessary screening processes in accordance with Family Assistance Law. Our educational program software is used by educators to share observations, photos, videos, daily reports, and learning portfolios with families in a secure, closed platform. In addition, our school may use accounting and payroll software**, HR systems, and compliance tools. These platforms assist in managing the ELC's financial, staffing, and operational requirements.

Artificial Intelligence (AI) Interactions And Guidelines

Educators or staff using AI are to be aware of limitations, privacy risks, and the potential for errors in the information it provides. AI can support and assist staff as a documentation tool; however, it is their responsibility to ensure the information's accuracy and not rely upon it as an authoritative source. Staff and educators should ensure they enter original work into the AI program and are required to monitor, verify, and check information obtained from AI to ensure specific details are contextually relevant. Data and privacy concerns must be addressed, and staff should not enter details which may identify individual children, such as names and date of birth.

Confidential And Privacy Guidelines

Our *Privacy and Confidentiality Policy* applies to all use of digital technology and online environments. All staff, educators, and visitors must ensure that any information, images, or digital content related to children, families, and the ELC is collected, stored, used, and shared in accordance with privacy legislation and school procedures, to maintain confidentiality and protect the safety and wellbeing of children. The nominated supervisor will advise the ELC as soon as possible regarding any potential threat to security information and access to data sensitive information. Bialik ELC will

follow practices outlined within the *Safe Use of Digital Technologies and Online Environments Procedure* to protect personal and sensitive digital data.

The approved provider will notify the Office of the Australian Information Commissioner (OAIC) in the event of a possible data breach by using the online [Notifiable Data Breach Form](#). This could include:

- a device containing personal information about children and/or families is lost or stolen (parent names and phone numbers, dates of birth, allergies, parent phone numbers)
- a data base with personal information about children and/or families is hacked
- personal information about a child is mistakenly given to the wrong person (portfolios, child developmental report)
- this applies to any possible breach within the ELC or if the device is left behind whilst on an excursion
- ensure educators are aware of their mandatory reporting requirements and report any concerns related to child safety including inappropriate use of digital technology to the ELC or nominated supervisor.

Identification And Reporting Of Online Abuse And Safety Concerns

Bialik ELC will implement measures to keep children safe whilst using digital technology and accessing online environments.

The approved provider, nominated supervisor and management will:

- ensure all staff, educators, students and volunteers are aware of their mandatory reporting obligations and promptly report any concerns related to child safety, including inappropriate use of digital technology, to the ELC or nominated supervisor [See *Child Protection Policy*]
- support educators to:
 - encourage children to seek support if they encounter anything unexpected that makes them feel uncomfortable, scared or upset
 - listen sensitively and respond appropriately to any disclosures children may make relating to unsafe online interactions or exposure to inappropriate content, adhering to the *Child Protection Policy, Behaviour Guidance: Bullying Policy* and reporting procedures
 - respond to and report any breaches and incidents of inappropriate use of digital devices and online services to management
- ensure all concerns are documented and responded to promptly and appropriately, with support provided to the child and their family as required
- report any suspected cases of online abuse to the relevant authorities, including the eSafety Commissioner and Police, in accordance with legal requirements and child protection procedures
- notify the regulatory authority within 24 hours, via NQA ITS, if a child is involved in a serious incident, including any unsafe online interactions, exposure to inappropriate content, or suspected online abuse.

Use Of Closed-Circuit Television (CCTV) Monitoring

Bialik ELC uses Closed-Circuit Television (CCTV) to monitor the physical environment. There are no CCTV cameras in the classrooms. We will regularly review guidance on

the use of surveillance devices, including information provided by the Office of the Australian Information Commissioner.

Families are informed the ELC uses CCTV as a surveillance method during enrolment and orientation to the ELC.

Bialik ELC does not use baby monitors within the ELC.

Camera Use

A sign will be placed at the entrance of the ELC to advise staff, families, and visitors about the surveillance. Closed-Circuit Television (CCTV) operates at the ELC and comprises of:

- ** fixed position cameras
- A monitor
- Digital Hard Drive Recorder
- A Public Information Sign

Camera Locations

Cameras are installed throughout the ELC including:**

- The entrance and exit points
- Foyer Area

Cameras are not installed in private areas such as bathrooms or shower areas (for adults or children). All cameras are clearly visible.

The CCTV recording system operates in real mode, monitoring the site continuously 24 hours a day. Footage and information collected via the recording system will be governed by [Australian Privacy Principles](#) and all relevant staff will be kept up to date with requirements under Australia's privacy law. CCTV footage is kept in a secure location, on site **. Any recorded footage will be destroyed or de-identified when it is no longer needed for the purpose it was collected.

Access to CCTV footage at the ELC is strictly controlled and protected by secure, password-protected systems. Only authorised personnel are permitted to access the footage, in accordance with privacy laws and school policies. The approved provider is responsible for determining who is authorised to access CCTV footage. CCTV footage will not be accessible to external parties (e.g., staff members or families) without appropriate authorisation. Any requests to view CCTV footage will be managed in accordance with Australian Law.

Access to the recordings will only be disclosed to:

1. the Victorian Ombudsman to assist with investigations on 'child protection' (e.g., risk of harm, abuse, neglect and ill treatment).
2. to a member or officer of a law enforcement agency e.g., Police for use in assisting with investigations.
3. the ELC or nominated supervisor to investigate situations that may have occurred.

The Approved Provider/Nominated Supervisor/Management will ensure:

- that obligations under the *Education and Care Services National Law and National Regulations* are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure
- new employees, students and volunteers are provided with a copy of the *Safe Use of Digital Technologies and Online Environments Policy* and procedure as part of their induction and are advised on how and where the policy can be accessed
- all staff, educators, volunteers and students are aware of current child protection law, National Principles for Child Safe Organisations and their duty of care to ensure that reasonable steps are taken to prevent harm to children
- families are aware of this *Safe Use of Digital Technologies and Online Environments Policy* and procedure and are advised on how and where the policy can be accessed
- processes are in place to ensure families who speak languages other than English understand the requirements of this policy, including providing authorisation for images and videos
- they promote and support a child safe environment, ensuring adherence to the *Child Safe Environment and Child Protection Policies*, including mandatory reporting obligations
- the National Principles for Child Safe Organisations is embedded into the organisational structure and operations
- professional learning is provided to educators and staff relating to the safe use of digital technologies and online environments
- develop and monitor an *Electronic Device Register* for all electronic devices purchased and used at the ELC
- appropriate ratios and adequate supervision are maintained for children at all times including when using digital technology and accessing online environments
- students, volunteers and/or visitors are never left alone with a child whilst at the ELC under any circumstances
- all staff, educators, volunteers and students are aware of the National Model Code and [Guidelines](#) and strictly adhere to these guidelines for taking images or video of children including:
 - personal electronic devices or personal storage devices, that can take images or videos, are not used by educators, staff, visitors or volunteers when working directly with children
 - staff and educators only use electronic devices issued and registered with the ELC for taking images or videos of children enrolled at the ELC
 - school issued devices are securely configured, monitored and maintained to prevent unauthorised access
 - visitors who are supporting children at the ELC (NDIS funded support professionals, Inclusion Support Professionals) obtain written authorisation from parents/guardians to capture images or video of a child for observation/documentation purposes only. (See *ECIP Confidentiality Agreement*)
- children, educators and parents are aware of our school's complaints handling process to raise any concerns they may have about the use of digital technologies or any other matter (see: *Dealing with Complaints Policy*)
- the ELC *Privacy and Confidentiality Policy* is adhered to at all times by staff, educators, families, visitors, volunteers and students

- parents/guardians are informed of how the ELC will take, use, store and destroy images and videos of children enrolled at the ELC during enrolment and orientation
- written authorisation is requested from families to take, use, store and destroy digital documentation including images and videos of children
- images or videos of children are not taken, used or stored without prior parent/guardian authorisation
- a record of all children who are NOT to be photographed or captured on video is to be developed, maintained and shared with educators and staff. This record will remain private and confidential.
- written authorisation is obtained from parents/guardians for children to use electronic devices (See: *Cyber Safety Authorisation*)
- written authorisation is obtained from parents/guardians to collect and share personal information, images or videos of their children online **
- that the ELC seeks written authorisation from parents/guardians for their child to be photographed when an outside photographer/agency is contracted to take photographs for marketing purposes or to take individual and group photos. Only children who have written authorisation from their parent/guardian will be included in any photography. [See *Media Authorisation Form*]
- that the children of parents/guardians who do not wish their child to be photographed or videoed are provided with other activities when an external photographer/agency is engaged
- Early Childhood Professionals (ECIP) visiting the ELC must obtain authorisation from the ELC and parent/guardian prior to taking images or videos of children whilst at the ELC. Images and videos must NOT be taken on personal devices.
- families are informed to withdraw authorisation, a written request is required
- images and videos for individual children are deleted or destroyed and removed from storage when authorisation has been revoked from the parent/guardian
- they review how images and videos are stored on a regular basis and ensure new educators and staff have access to relevant folders and files, if required, in accordance with their role
- digital data is stored securely, whether offline or online, using a cloud-based service, and that data is archived regularly (monthly is recommended)
- images and videos are deleted or destroyed and removed from storage devices in accordance with the *Record Keeping and Retention Policy*, images and videos used for documenting children's learning and development must be held for 3 years after the child's last day of attendance
- every child in our care is protected from any exploitation of photographic and video images of themselves whilst they attend the ELC
- images or videos of children must be appropriate in nature and must not show children in distress, in a position that may be perceived as sexualised or in a state of undress, including where genitalia may be exposed
- external agencies or specialists are consulted if concerns are identified relating to online abuse, cyberbullying or digital safety risks
- policies and procedures reflect a commitment to equity and diversity, protect children's privacy, and empower children to be independent
- collaboration with relevant professionals, as required, to support equitable access to digital technologies for all children
- they remain informed of privacy legislation through monitoring of updated from relevant government authorities such as the Office of the Australian Information Commissioner (OAIC)

- a risk assessment is conducted regarding the use of digital technologies by staff and children at the ELC, including accessing online environments
 - risk assessments for digital technology and online environments are reviewed annually or as soon as possible after becoming aware of any circumstances that may affect the safety, health or wellbeing of children
 - policies and procedures are reviewed following an identification of risks following the review of risk assessments relating to the use of digital technologies and online environments
 - staff, educators, families and children are informed of updates to policies, procedures or legislation relating to digital technologies and online environments
 - a review of practices is conducted following an incident involving digital technologies or online environments, including an assessment of areas for improvement
 - to install and maintain anti-virus and internet security systems including firewalls to block access to unsuitable web sites, newsgroups and chat rooms
 - educators are informed of, and adhere to recommended timeframes for 'screen time' according to Australia's Physical Activity and Sedentary Behaviour Guidelines:
 - children birth to one year should not spend any time in front of a screen
 - children 2 to 5 years of age should be limited to less than one hour per day
 - children 5-12 years of age should limit screen time for entertainment to no more than 2 hours a day.
 - the use of TV/iPad and watching DVD's is kept to a minimum, with programs are chosen that are engaging and age appropriate to children. When used, the following conditions apply:
 - only 'G' rated television programs and movies will be viewed at the ELC
 - programs depicting violence and/or inappropriate content (including graphic news reports) will not be shown
 - TV programs or videos will only be shown that have positive messages about relationships, family and life
 - information about programs to be viewed will be shared with families beforehand to ensure that they approve of the content. Information may include title, synopsis, rating, length of program
 - all content will be socially and culturally considerate and appropriate
 - they share information to families about recommended screen time limits based on *Australia's Physical Activity and Sedentary Behaviour Guidelines*
 - all documentation and records relating to safe use of digital technologies are kept safe and secure for a period of 3 years following the child's last day of attendance
 - a review of practices is conducted following an incident involving digital technologies and online environments, including an assessment of areas for improvement.
- Educators will:**
- adhere to the *Safe Use of Digital Technologies and Online Environments Policy* and associated procedure
 - ensure they are aware of current child protection law, National Principles for Child Safe Organisations and their duty of care to ensure that reasonable steps are taken to prevent harm to children

- ensure they promote and support a child safe environment, including adherence to the *Child Safe Environment* and *Child Protection policies* and mandatory reporting obligations
- participate in practical training related to digital safety, privacy protection and responsible use of technology
- understand the critical importance of implementing active supervision strategies when children are accessing online environments to keep children safe
- promote and contribute to a culture of child safety and wellbeing in all aspects of our school's operations, including when accessing digital technologies and online learning environments
- not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or video of children at the ELC, access social media (Facebook, Instagram or other) while working directly with children
- keep passwords confidential and log out of computers and software programs after each use
- ask permission before taking photos of children on any device and explain to children how photos of them will be used and where they may be published
- ensure children's personal information where children can be identified such as name, address, age, date of birth etc. is not shared online
- ensure that screen time is NOT used as a reward or to manage challenging behaviours under any circumstances
- introduce concepts to children about online safety at age-appropriate levels
- support children's understanding of online safety by providing age-appropriate guidance, discussions and activities that help them to recognise safe and unsafe online behaviours
- consult with children about matters that impact them, including the use of digital technologies and online environments, to ensure their voices are heard and respected in a meaningful way.

Families will:


- adhere to the *Safe Use of Digital Technologies and Online Environments Policy* and associated procedure
- not use personal electronic devices, such as mobile phones, smart watches or META sunglasses, to take photos, record audio, or capture video of children being educated and cared for at the ELC
- provide written authorisation indicating whether or not the ELC may take, use, store or destroy images or videos of their child
- provide written notification if they wish to withdraw the authorisation for the ELC to take, use, store or destroy images and videos of their child
- be requested to provide written authorisation/consent for individuals visiting the ELC to take photographs of their child/ren (e.g., ECIP professionals, professional photography for marketing, school photos etc.)
- be able to withdraw authorisation for the ELC to take, use, store or destroy images or videos of children at any time in writing
- be provided with clear information about how to make a complaint and our complaints handling processes
- be aware that sometimes other children in the ELC may feature in the same photos, videos, and/or observations as their children. In these cases, families are never to duplicate or upload them to the internet/social networking sites or share them with anyone other than family members.

Visitors And Volunteers will:

	<ul style="list-style-type: none"> • adhere to the <i>Safe Use of Digital Technologies and Online Environments Policy</i> and associated procedure whilst visiting the ELC • not use personal electronic devices, such as mobile phones smart watches or META sunglasses, to take photos, record audio, or capture video of children being educated and cared for at the ELC • report any concerns related to child safety, including inappropriate use of digital technology, to the ELC or nominated supervisor • obtain written authorisation from parents/guardians and the ELC to capture images or video of a child for observation/documentation purposes only. This applies to visitors who are supporting children at the ELC (NDIS funded support professionals, Inclusion Support professionals) (See <i>ECIP Confidentiality Agreement</i>). <p>Breach Of Policy</p> <p>Staff members or educators who fail to adhere to this policy may be in breach of their terms of employment and may face disciplinary action which may lead to notification to the regulatory authority and child protection authorities. Visitors or volunteers who fail to comply to this policy may face termination of their engagement. Family members who do not comply with this policy may place their child’s enrolment at risk and limit the family members access to the ELC.</p>																		
<p>Continuous Improvement/ Reflection</p>	<p>This policy will be updated and reviewed biennially or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy taking into account feedback from children, families, staff, educators and management.**</p>																		
<p>Related Documents or Legal reference</p>	<p>NATIONAL QUALITY STANDARD (NQS)</p> <table border="1" data-bbox="392 1240 1524 2047"> <tr> <th colspan="3" data-bbox="392 1240 1524 1308">QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY</th> </tr> <tr> <td data-bbox="392 1308 496 1375">2.2</td> <td data-bbox="496 1308 711 1375">Safety</td> <td data-bbox="711 1308 1524 1375">Each child is protected</td> </tr> <tr> <td data-bbox="392 1375 496 1520">2.2.1</td> <td data-bbox="496 1375 711 1520">Supervision</td> <td data-bbox="711 1375 1524 1520">At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.</td> </tr> <tr> <td data-bbox="392 1520 496 1834">2.2.3</td> <td data-bbox="496 1520 711 1834">Child Safety and Protection (effective Jan 2026)</td> <td data-bbox="711 1520 1524 1834">Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect</td> </tr> <tr> <th colspan="3" data-bbox="392 1834 1524 1901">QUALITY AREA 7: GOVERNANCE AND LEADERSHIP</th> </tr> <tr> <td data-bbox="392 1901 496 2047">7.1.2</td> <td data-bbox="496 1901 711 2047">Management System</td> <td data-bbox="711 1901 1524 2047">Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.</td> </tr> </table>	QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY			2.2	Safety	Each child is protected	2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.	2.2.3	Child Safety and Protection (effective Jan 2026)	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect	QUALITY AREA 7: GOVERNANCE AND LEADERSHIP			7.1.2	Management System	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.
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QUALITY AREA 7: GOVERNANCE AND LEADERSHIP																			
7.1.2	Management System	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.																	

	<p>RELATED LEGISLATION</p> <table border="1" data-bbox="392 322 1541 600"> <tr> <td data-bbox="392 322 1002 389">Child Care Subsidy Secretary's Rules 2017</td> <td data-bbox="1002 322 1541 389">Family Law Act 1975</td> </tr> <tr> <td data-bbox="392 389 1002 497">A New Tax System (Family Assistance) Act 1999</td> <td data-bbox="1002 389 1541 497"><i>Privacy Act 1988 (the Act)</i></td> </tr> <tr> <td colspan="2" data-bbox="392 497 1541 600">Family Assistance Law – Incorporating all related legislation as identified within the <u>Child Care Provider Handbook</u></td> </tr> </table> <p>RELATED POLICIES</p> <table border="1" data-bbox="392 730 1541 1585"> <tr> <td data-bbox="392 730 919 1585"> Behaviour Guidance: Bullying Policy CCS Data Security Policy CCS Personnel Policy CCS Governance Policy Child Safe Environment Policy Child Protection Policy Code of Conduct Policy Dealing with Complaints Policy ECIP Management Policy Educational Program Policy Enrolment Policy Family Communication Policy Governance and Leadership Policy </td> <td data-bbox="919 730 1541 1585"> Fraud Prevention Policy Incident, Injury, Trauma, and Illness Policy Interactions with Children Families and Staff Policy Privacy and Confidentiality Policy Programming Policy Record Keeping and Retention Policy Staffing Arrangements Policy Student, Volunteer and Visitor Policy Supervision Policy Social Media Policy </td> </tr> </table>	Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975	A New Tax System (Family Assistance) Act 1999	<i>Privacy Act 1988 (the Act)</i>	Family Assistance Law – Incorporating all related legislation as identified within the <u>Child Care Provider Handbook</u>		Behaviour Guidance: Bullying Policy CCS Data Security Policy CCS Personnel Policy CCS Governance Policy Child Safe Environment Policy Child Protection Policy Code of Conduct Policy Dealing with Complaints Policy ECIP Management Policy Educational Program Policy Enrolment Policy Family Communication Policy Governance and Leadership Policy	Fraud Prevention Policy Incident, Injury, Trauma, and Illness Policy Interactions with Children Families and Staff Policy Privacy and Confidentiality Policy Programming Policy Record Keeping and Retention Policy Staffing Arrangements Policy Student, Volunteer and Visitor Policy Supervision Policy Social Media Policy
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Source	Childcare Centre Desktop policies								
Last Review	9 September 2025 – Heidi Hayden <i>The policy updated on the 5th of August 2025 includes a merger of previous policies, namely the Technology Policy, Cyber Safety Policy, CCTV Policy and the Photograpy policy.</i> <i>Bialik specific ELC updates and exclusions are indicated by an asterisk and are in bold and italics. Policy title will also be asterisked *</i>								

SUNSMART POLICY

	<h3>UV/Sun Safety Policy*</h3> Q 2 - POLICY 49
Authority	Daphne Gaddie
Date of next review	February 2027
To whom does the policy apply?	This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors (including contractors) of the Bialik Early Learning Centre.
Aims	By implementing a 'best practice' Sun Safe Policy, our school can help protect all children and staff from the harmful effects of ultraviolet (UV) radiation from the sun and teach children good sun protection habits from an early age to reduce their risk. To ensure the outdoor environment provides shade for children, educators and staff to minimise unsafe UV exposure. Additionally, this policy provides guidance on how to protect children and staff from severe hot weather events which are becoming more prevalent in Australia resulting from climate change.
POLICY	Australia has one of the highest rates of skin cancer in the world with more than two in three Australians developing some form of skin cancer in their lifetime. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life (Cancer Council Australia).
IMPLEMENTATION	Our school will work in compliance with the National SunSmart Early Childhood Program to ensure children's health and safety is maintained at all times whilst at

the school. This policy has been reviewed and approved by the Schools and Early Childhood lead at SunSmart. (2024)

Our school will monitor the Australian Bureau of Meteorology for notification of severe heat events and implement risk mitigation strategies to protect the health, safety and wellbeing of children. This policy applies to all activities on and off site.

Monitoring UV Levels

Sun protection is required when UV levels reach level 3 or above. Our school will monitor the UV levels daily through one or more of the following methods:

- Using the smartphone *SunSmart global UV* app available at iTunes App Store and Google Play store.
- Using the SunSmart widget on the school's website available at www.cancer.org.au
- Viewing the Bureau of Meteorology website www.bom.gov.au
- Visiting www.myuv.com.au

Outdoor Activities

The sun protection measures listed are used for all outdoor activities during the daily local sun protection times, when the UV Index is 3 or above. The sun protection times are a forecast from the Bureau of Meteorology (BOM) for the time-of-day UV levels are forecast to reach 3 or higher. At these levels, a combination of sun protection is recommended for all skin types.

The school will use a combination of sun protection measures ***whenever UV Index levels reach 3 and above.*** *

Sun protection times

UV levels vary across Australia and throughout the year. This listing highlights when UV is typically three and above in each state/territory. There may be times UV levels are three and above outside these periods. Please check the daily local sun protection times and UV levels to be sure you are using sun protection when it is required. **For our school's location, from mid-August to the end of April, active outdoor play is encouraged throughout the day all year provided appropriate sun protection measures are used when necessary.

The sun protection measures are used for all outdoor activities during the daily local sun protection times and when the UV index is three and above. A combination of sun protection measures is considered when planning all outdoor activities such as excursions and water play.

Shade

The Approved provider will ensure:

- Sufficient natural, portable, or man-made shade is provided, particularly in high use areas.
- Shaded areas will be used for play experiences.
- Play experiences will be monitored throughout the day and moved as required to remain in the shade.

- Regular risk assessments and reviews will be made of the outdoor area to assist in planning for further shade requirements.
- Children will still be required to wear hats, protective clothing, and sunscreen if playing under natural or portable shade.
- children who do not have appropriate hats or outdoor clothing are required to choose a shady play space or a suitable area protected from the sun and not move into unshaded areas of the playground

Hats

Educators, children, and visitors are required to wear sun safe hats at all times they are outdoors. Cancer Council Australia describes sun safe hats as:

- Hats that protect a person's face, neck, and ears, which include:
 - A legionnaire hat – the front peak and flap should overlap at the sides and the flap should cover the neck.
 - A bucket hat with a deep crown and angled brim that is at least 5cm for young children and at least 6cm for adults and must shade the face, neck, and ears.
 - A broad brimmed hat with a brim size of at least 6cm for children or 7.5cm for adults. The brim should provide shade for the whole face.

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not a suitable alternative.

- Children without a sun safe hat will be required to play in an area protected from the sun or can be provided with a spare hat by the school if available.

Clothing

- When outdoors, staff and children will wear sun safe clothing that covers as much of the skin as possible. Cancer Council Australia recommends clothing that:
 - Covers the shoulders, back and stomach
 - Is loose fitting such as loose-fitting shirts and dresses with sleeves and collars or covered neckline, or longer style skirts, shorts and trousers.
- Children who are not wearing sun safe clothing can be provided with spare clothing or will be required to play under shade or in an area protected from the sun or provided with spare clothing.

Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

Sunscreen

As per Cancer Council Australia recommendations:

- Staff and children will apply SPF50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours or more frequently if washed or wiped off.
- Permission to apply sunscreen is included in the school enrolment form. (see *Enrolment Policy*)
- Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child will be required to play in the shade. A record of any allergy must be provided in writing

from the parent/guardian and recorded on the child's enrolment record. Cancer Council Australia recommends usage tests before applying a new sunscreen.

- To help develop independent skills ready for school, children from three years of age are given opportunities to apply their own sunscreen under supervision of staff, and are encouraged to do so.
- Sunscreen is stored in a supervised, cool, dry place and the use-by-date monitored.

Sunscreen for Babies

Recommendations for babies from the Cancer Council Australia include:

- babies under 12 months will not be exposed to direct sun when the UV Index levels is 3 or above
- ensure routine includes inside activities during the middle of the day
- physical protection such as shade positioning, clothing and broad-brimmed hats are the best sun protection measures
- check the baby's clothing, hat and shade positioning regularly to ensure protection from UV

If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, they will avoid the need for sunscreen. Avoiding the use of sunscreen for babies aged six months or younger (or as recommended by recognised authorities) ACECQA, Sun Protection Guidelines (2021).

Risks Of Summer Play

Australia has a hot climate and inevitably playground equipment and surfacing can heat up rapidly and retain heat. Many playground surfaces and equipment can exceed temperatures greater than 50°C and if young children come into contact with these surfaces, they can be burned severely within seconds. Surfaces can retain heat for long periods of time and cause burns to children. Play surfaces must be monitored before children have access to the outdoor environment.

Severe Heat

Severe heat or heatwaves are periods of unusually hot weather. Climate change is resulting in more intense heatwaves in Australia and presents an extreme risk to the health and safety of children. Babies and young children can dehydrate quickly which can cause heat-related illness including heat stroke and heat exhaustion.

Active heatwave warnings are indicated within the Australian Warning System (AWS) and range from Advice to Emergency Warning. Risk management measures must be implemented and managed to ensure children remain safe and healthy during a severe heat event.

The Approved Provider, Nominated Supervisor and educators will:

- ensure obligations under the *Education and Care National Law and Regulations* are met
- ensure risk assessments are conducted to identify any potential hazards to children during summer months that could cause harm or injury to

children. Risk minimisation control measures will be put in place to protect children. Potential hazards could include:

- hot equipment- slides, poles, guardrails, any metal surfaces
 - hot surfaces- rubber and synthetic grass, walkways, concrete surfaces
 - sun burn and dehydration
 - access to bodies of water (filled water troughs/containers/trays/pools)
 - severe heat
 - bushfires and air pollution
- complete a *Daily Playground Surface Temperature Check* during summer months or extreme hot weather
 - use a thermometer or their hand to test surface temperature and make an informed decision about permitting children to play on equipment or in the outdoor space. If the surface temperature is determined to be too hot or is recorded as at or above 50°C it is recommended by Kidsafe Australia that children do NOT play on the surface
 - Children may remove shoes when playing in the outdoor area and in sand or mud pit]
 - monitor the [Bureau of Meteorology \(BOM\)](#) for severe weather warnings and implement procedures to ensure the health and safety of all children and staff
 - monitor bush fire activity and be aware of air quality and hazardous levels of air pollution caused by bushfires (*see Bushfire Policy*)
 - ensure children have access to water at all times throughout the day and offer extra feeds/drinks to babies during hot weather to avoid dehydration
 - be aware of the signs and symptoms of heat-related illness in babies and young children and implement first aid as required
 - keep children indoors during severe heat events
 - ensure fans/air conditioning are used to help keep children cool
 - close blinds/curtains where required to prevent sun shining into rooms
 - adhere to Victorian health department advice for hot weather risks and recommendations
 - ensure sunscreen purchased for the school complies with Australian Standard AS/NZS 2604:2012.

Role Modelling & Work Health and Safety

Cancer Council Australia acknowledges that children are more likely to develop sun-safe habits if they are role-modelled and demonstrated by adults around them. Occupational UV exposure is also a WH&S issue. All educators, staff at the school will therefore be required to role model appropriate sun protection behaviours by:

- Wearing a sun safe hat (see Hats).
- Wearing sun safe clothing (see Clothing).
- Applying SPF50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- Using and promoting shade.
- Wearing sunglasses that meet the Australian Standard 1067 (optional).
- discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the school

	<ul style="list-style-type: none"> • regularly drinking water and encouraging children to drink extra water in hot weather • adapting the learning environment when severe weather events occur Families and visitors are encouraged to role model positive sun safe behaviour. • Monitoring the UV Index and Daily Sun Protection Times throughout the day. • Regularly monitoring and reviewing the effectiveness of the Sun Safety Policy • Submitting the Sun Safety Policy to the Cancer Council every three years to maintain SunSmart status (optional). <p>Education and Information</p> <ul style="list-style-type: none"> • Sun protection will be incorporated regularly into learning programs. • Sun protection information will be promoted to staff, families and visitors. • Severe hot weather events will be monitored through the Bureau of Meteorology(BOM) and risk mitigation measures implemented. • Educators & staff are encouraged to complete the free SunSmart online learning course for Victoria. • Further information and resources are available from the Cancer Council website and each state and territory SunSmart web page. See: https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety • See https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sunsmart-in-schools for links. • The Sun Safety Policy will be made available to all educators, staff, students, families, volunteers and visitors of the school to ensure a comprehensive understanding about keeping sun safe including appropriate hat, clothing and sunscreen requirements. • When enrolling their child/ren to our school, parents will be required to give permission for educators to apply sunscreen to their child - either school or family supplied sunscreen • Should parents not provide permission for educators to apply sunscreen to their child, the child will be required to play in an area protected from the sun (e.g. under shade, veranda or indoors) • Information about Sun Safety will be included in our Parent Handbook and sun protection information and resources made accessible and communicated regularly to families. • <p>Continuous Improvement/Reflection</p> <p>This policy will be reviewed annually taking into account feedback from children, families, staff, educators and management.</p>
Reference	<p>National Quality Standard (NQS)</p> <p>QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY</p>

	2.1	Health	Each child's health and physical activity is supported and promoted		
	2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation		
	2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child		
	2.2	Safety	Each child is protected		
	2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard		
	QUALITY AREA 3: PHYSICAL ENVIRONMENT				
	3.1.1	Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child		
	EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS				
	S167	Offence relating to protection of children from harm and hazard			
	100	Risk assessment must be conducted before excursions			
113	Outdoor space natural environment				
114	Outdoor space shade				
136	First aid qualifications				
168	Education and care service must have policies and procedures				
168 (2)(a)(ii)	Sun Protection				
170	Policies and procedures to be followed				
171	Policies and procedures to be kept available				
RELATED POLICIES					
Administration of First Aid Policy		Health and Safety Policy			
Bush Fire Policy		Physical Environment Policy			
Clothing Policy		Supervision Policy			
Emergency and Evacuation Policy		Water Safety Policy			
Enrolment Policy		Work Health and Safety Policy			

	Excursion/Incursion Policy		
Source	Childcare Centre Desktop policies		
Last Review	20June 2025 – Heidi Hayden <i>Bialik ELC updates are in bold and italics. Policy title is asterisked *</i>		

MAIN ENTRANCE
429 AUBURN RD



ELC / CRECHE / SPORTS CENTRE
ENTRANCE
407 TOORONGA RD

