

Errata Sheet

Title and commencement – these criteria may be cited as the Licensing Criteria for Hospital-based Early Childhood Education and Care Services Amendment Criteria 2011.

These criteria come into effect on 21 July 2011.

Premises and facilities

- PF3** All indoor and outdoor items and surfaces, furniture, equipment and materials are safe and suitable for their intended use.
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Health and safety

- HS12** Medicine (prescription and non-prescription) is not given to a child unless it is given by authorised personnel, in an emergency or as part of the child's treatment as a patient of the hospital.

- HS13** A process for the prevention of child abuse is implemented, and a procedure for responding to suspected child abuse is followed when required.

Documentation required:

1. A process for the prevention of child abuse;
 2. A procedure for responding to suspected child abuse.
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Governance, management and administration

- GMA5** A philosophy statement guides the service's operation.

Documentation required:

A written statement expressing the service's beliefs, values, and attitudes about the provision of early childhood education and care.

- GMA7** Suitable human resource management practices are implemented.

Documentation required:

Policies and processes for human resource management, including:

- selection and appointment procedures;
 - job/role descriptions;
 - induction procedures into the service;
 - a system of regular appraisal;
 - provision for professional development;
 - a definition of serious misconduct; and
 - discipline/dismissal procedures.
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