

# MONTESSORI WORKS POLICIES 2020

## Table of Contents

|   | PAGE NUMBER |
|---|-------------|
| 1. ACCEPTANCE AND REFUSAL OF AUTHORISATIONS             |             |
| 2. ADMINISTRATION OF FIRST AID                          |             |
| 3. ARRIVAL AND DEPARTURE                                |             |
| 4. CCS GOVERNANCE AND MANAGEMENT                        |             |
| 5. CHILD SAFE ENVIRONMENT & CHILD PROTECTION            |             |
| 6. CODE OF CONDUCT                                      |             |
| 7. DETERMINING RESPONSIBLE PERSON                       |             |
| 8. EMERGENCY AND EVACUATION PROCEDURES                  |             |
| 9. ENROLMENT AND ORIENTATION                            |             |
| 10. EXCURSION   |             |
| 11. GRIEVANCE AND COMPLAINTS MANAGEMENT                 |             |
| 12. INCIDENT, INJURY, TRAUMA AND ILLNESS                |             |
| 13. INFECTIOUS DISEASES                                 |             |
| 14. INTERACTIONS AND RELATIONSHIPS WITH CHILDREN        |             |
| 15. MEDICAL CONDITIONS                                  |             |
| 16. NUTRITION/FOOD/BEVERAGES/DIETARY                    |             |
| 17. PARTICIPATION OF VOLUNTEERS, STUDENTS AND VISITORS  |             |
| 18. PAYMENT OF FEES                                     |             |
| 19. SLEEP AND REST                                      |             |
| 20. SUN PROTECTION                                      |             |
| 21. SUPERVISION OF CHILDREN                             |             |
| 22. TOBACCO, ALCOHOL AND PROHIBITED SUBSTANCES          |             |
| 23. USE AND STORAGE OF DANGEROUS PRODUCTS & MAINTENANCE |             |
| 24. WATER SAFETY  |             |