

German Australian Playschool

Playschool Policy and Procedures Manual (PPPM)



German Parents Association Incorporated
ABN 227 9486 8994

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Signed off by committee (signature)	

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Appendices are in a separate folder.

New appendices are being added all the time, so please check the Spielwelt Drive to see the complete list.

Guide to Using this Manual

Definitions

Director

The person in charge of the service who is responsible for the day to day operations of the centre based care service. Their duties may include the professional leadership and supervision of staff, the implementation of the service philosophy, and administrative duties.

Controlling Person

This is a person other than the proprietor, if the proprietor is not an individual, who exercises control or may exercise control over the childcare service. The nominated controlling person has principal responsibility for managing and controlling the childcare service in the proprietor's absence or on behalf of the proprietor.

Committee

The committee of Spielwelt German Parents Association Inc.

Management

The Committee and Director.

Responsible Persons

Members of the Committee, and sometimes the Director.

Primary Contact Staff

These are all the staff who are directly responsible for the care and supervision of the children. When staff are on breaks, programming and undertaking administrative duties, i.e. not directly supervising children, these staff are not considered to be primary contact staff. People who provide other services such as cooking, cleaning and bookkeeping are not considered to be primary contact staff.

Proprietor

The organisation who owns or operates the childcare service. Generally, the tasks assigned to the Proprietor are looked after by the Spielwelt committee.

Qualified Staff

This is a person holding a specific qualification as described in the ACS Standards.

Constitution or “Rules of Association”

The legal document governing the Parent Association of the Playschool.

Standards

The legal documents governing the operations and policies of Playschools: namely, the ACT Children and Young People’s Act (2008) and the ACT Children’s Services Standards.

Abbreviations

The Act	The ACT Children and Young People's Act (2008)
ACSS (or the ACS Standards)	The ACT Children's Services Standards
PPPM	Playschool Policy and Procedures Manual
H&S	Health and Safety

Guide to Use

There are four parts in the Manual, which correspond with the four parts of the ACS Standards.

[Blue type has been used for the Standards.](#) Hyperlinks have been used for appendices, forms and checklists.

Reviewing all the policies?

It took over 70 person-hours to review all these policies in 2019. (We mention this so that the next reviewers have an idea of what kind of time commitment is involved.)

B1 Philosophy and Vision

ACT Childcare Services Standards:

1.22) The service's philosophy must outline the values and beliefs underpinning the service's community. It should include the service's aspirational goals, their educational approach, the rights of children and other service values. The philosophy must inform policy, practice, programming and future planning.

1.26) The proprietor must provide information to parents / guardians on:

f) the service's philosophy, which must be prominently displayed at the service, or scheme office.

Implementation

Our Playschool's Philosophy is displayed on the bulletin board in the cloakroom and on the website, and is as follows.

German Australian Playschool Philosophy

Children's safety and wellbeing is at the centre of our thoughts, values and actions. We believe that in order to thrive, children need to feel safe, valued and supported. It is therefore our aim to create a caring and nurturing environment in which all children will flourish and have fun whilst learning the German language.

Our priorities are: 1) the child; 2) the child's friends and family; 3) the child's environment and possessions. You will see these priorities reflected in the children's lessons and activities at Playschool, in our school policies and procedures, and in the way our staff interact with the children.

We are a sun-smart, non-toxic, environmentally friendly, healthy-habits school, where children enjoy their activities and experience joy in learning.

Our vision

Our vision is to a) introduce children to the joys of learning; and b) to help children develop their German language skills, by providing a supportive, fun and positive German educational environment.

The Playschool aims to foster the holistic development of each child through active learning and positive interactions.

We will work with families by providing opportunities for participation in the Playschool programs, operation and planning.

Information about the development of the children is regularly exchanged with families.

Our program embraces the multicultural nature of our Playschool community and incorporates and celebrates diversity amongst the children, their peers, communities and families.

B2 Child Safe Standards

The Royal Commission into Institutional Responses to Child Sexual Abuse [recommended](#) that organisations with children in their care address ten *Child Safe Standards*.

Here is how Spielwelt addresses each and strives to meet the Child Safe Standards.

1. Leadership, governance and culture

Spielwelt has child safety and well-being embedded in its organisational leadership, governance and culture. Spielwelt creates an environment where children's safety and well-being is at the centre of our thoughts, values and actions.

See [B1 Philosophy and Vision](#)

[C110 Spielwelt Organisational Chart](#) (and volunteer support roles)

2. Children's participation and empowerment

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously. Spielwelt places emphasis on genuine engagement with and valuing of children.

See [G1 Planning \(for children\)](#)

[G2 Programming](#)

[G4 Meeting the Needs of the Child](#)

[G9 Behaviour Guidance Practices](#)

[G901 Playschool Rules \(in child-friendly language\)](#)

3. Families and community involvement

Families and communities are informed and involved in promoting child safety and well-being.

See [D1 Partnerships and Communities](#)

[D103 Info for Parents at Schnupper](#)

4. Equity and diverse needs

Equity is upheld and diverse needs are respected in policy and practice.

See [B1 Philosophy and Vision](#)

Non-discriminatory admissions policy at [E2 Admissions](#).

See topics covered in [J11 Mental Health](#)

[G3 Learning Environment](#)

5. Human resource management

People working with children and young people are suitable and supported to reflect child safety and well-being values in practice.

See [F1 Requirements for Safe Supervision](#)
[F2a Assessment of Fitness and Competence](#)
[F2c Qualifications of Teaching Staff](#)
[F2d Volunteering at Spielwelt](#)

6. Child-focussed complaints resolution process

Spielwelt's processes for complaints and concerns are child focused. We respond to any concerns, disclosures, allegations or suspicions of harm.

See section on grievances in [D1 Partnerships and Communications](#)
[D102 Mandated Reporters \(wall notice\)](#)
F601 GAP Staff Induction Checklist
[F602 Indicators of Child Abuse and Handling Disclosures](#)

7. Staff-education and training

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training. This creates conditions that increase the likelihood of identifying any harm.

[D102 Mandated Reporters \(wall notice\)](#)
[F601 GAP Staff Induction Checklist](#)
[F602 Indicators of Child Abuse and Handling Disclosures](#)

8. Physical and online environments

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed. Spielwelt works to create conditions that reduce the likelihood of harm to children and young people.

[J3 Hazards](#)
[J301 Safety Officer checklist](#)
[J5 Emergencies](#)
[J507 No unauthorised entry - gate poster](#)
[J6 First Aid](#)

9. Review and continuous improvement

Implementation of the national child safe principles is regularly reviewed and improved.

Reviewed every three years. File name includes date for next review. Review date put on Playschool calendar.

10. Child safe policies and procedures

Policies and procedures document how the organisation is safe for children and young people.

See
[B201 Wall Poster for Parents about Child Protection](#)

[E3 Attendance Records](#) (outlines procedures and rules for access to children)
[E303 GAP Visitors and escorts sign](#)

[H5 Nappy change and waste](#)

[H6 Food](#)

[H7 Water](#)

[H8 Weather](#) and SunSmart

[H9 Sleep, Rest, Comfort](#)

[H901 Sleep, Rest, Comfort - Parent Info Sheet](#)

[J11 Mental Health](#)

[K1 Religion](#)

[K2 Drugs and Alcohol](#)

[K3 Smoke-free](#)

Last reviewed April 2024

B3 Keeping Children and Young People Safe

Keeping Children and Young People Safe

Please insert a sleeve into your Playschool Policy and Procedures Manual at this point. Put a copy of the latest edition of the Government publication, “**Keeping Children and Young People Safe**”, which is about identifying child abuse and the paths of mandatory reporting in the ACT.

Online version:

https://www.communityservices.act.gov.au/_data/assets/pdf_file/0015/1132080/Keeping_Children_and_Young_People_Safe.pdf

The Children and Young People Act 2008

The *Children and Young People Act (2008)* provides general principles and specific care and protection principles to guide all decisions and actions made or taken under the Act, whether made by the Director-General, the courts or otherwise.

The relevant parts of the Act can be found under the Legislative section of this webpage:

<http://www.communityservices.act.gov.au/ocyfs/publications/keeping-children-and-young-people-safe>

PART ONE:
OPERATIONS

C Playschool Management

ACT Children and Young People Act 2008 (Division 20.4, Sections 743-777) states that: The Proprietor has responsibility to the Chief Executive under the Children and Young People Act 2009 for all aspects of the operating licence and the operation of the school. If the Proprietor is not an individual person, then the person exercising control over the school is called the Controlling Person and has the same responsibility as the Proprietor. (Children and Young People Act, Sections 735 and 736).

When there is a change in Controlling Person, the Proprietor must ensure that the appointed Controlling Person is suitable as per the Children and Young People Act 2008, and the change of the nominated Controlling Person must be notified to the Manager of Children's Services within 30 days of the change. The Controlling Person has an ongoing duty to update their suitability information, and failure to do so within 7 days after any change as to suitability may be a criminal offence.

ACT Children and Young People Act 2008 Requirements

Under the current Children and Young People Act, no Playschool in the ACT can operate without a licence. The licence and the terms of the licence are administered by the Office of Children's Services in the Department of Community Services. The licence must be renewed periodically and the Playschool inspected annually. A copy of the licence should be provided to Medicare and Childcare for Childcare Rebate, where applicable.

ACT Childcare Services Standards state that:

1.21) A copy of the current licence, with attached standards, must be kept on the premises described in the licence.

1.22) The service's philosophy must outline the values and beliefs underpinning the service's community. It should include the service's aspirational goals, their educational approach, the rights of children and other service values. The philosophy must inform policy, practice, programming and future planning. A philosophy is best developed in consultation with staff, families, and other community members and be focussed on the best interests of children.

1.23) If an area covered in this standard is considered not applicable for an individual service by a licensed proprietor, the licensed proprietor must write a policy stating the reason why it is not relevant, and seek approval from the licensing authority.

1.23 c) The service must have policies and procedures in place for the
i) hours of operation

1.24) The service must ensure that all policies are implemented and practised.

1.25) The service must have procedures in place to review and update policies on a regular basis. If an area covered in this standard is considered not applicable for an individual service by a licensed proprietor, the licensed proprietor must write a policy stating the reason why it is not relevant, and seek approval from the licensing authority.

1.30) The following insurance policies must be kept current in respect of the service and its operation:

- a) worker's compensation;
- b) public liability; and
- c) any additional insurance to cover volunteers and parents on roster, where appropriate; and
- d) other insurance policies as required by law.

Public liability policies must cover children attending the service, as well as those considered to be the general public. Services must ensure that public liability insurance covers extra curriculum activities including sleepovers and activities away from the premises, such as excursions.

1.31) The insurance policies and / or current certificates of currency must be made available within a reasonable time if requested by the licensing authority. Relevant business insurances should also be current.

1.32) The licensing authority must be notified if any of the above insurance lapses for any reason.

1.33) The service must operate in accordance with Australian Capital Territory and Commonwealth laws and regulations.

Implementation

1. Managing Committee

The Managing Committee's role is to support the Proprietor (Spielwelt German Parents Association Inc) and the Controlling Person (the person nominated in an executive role to ensure the ACS Standards are met). The Committee is responsible for formulating, reviewing and updating policies, and making decisions relating to finances, and purchasing.

The roles and procedures of the Management Committee are defined in Spielwelt's Rules of Association (constitution). To nominate for a committee position, see [C101 Committee Nomination Form](#).

The following positions make up the Management Committee.

- President
- Enrolment Adviser
- Finance Adviser
- Secretary
- Public Officer (reports to the Registrar General)

Every position on the Management Committee should be filled. See [C103 Committee Roles and Duties](#). The Committee employs a Director as an executive [C109 Roles and Duties of Director](#).

The Committee will meet on **a set day every month**. The Annual General Meeting will be held in February of every year. See [C106 Committee Meetings Agenda Sample Template](#).

At their inaugural meeting each year, the committee members will sign a [C102 Propertness, Confidentiality and Non-disclosure Agreement](#).

2. *Playschool Policies and Procedures Manual*

An indexed master copy of the Playschool Policies and Procedures Manual will be kept and maintained by the Proprietor/Controlling Person. The online version will be made available for teachers, other staff and interested parents.

3. *Licensing Inspections and Contacts with Licensing Authority*

The legislation covering the Playschool licence is administered by Children's Services, a sub-branch of the Office for Children, Youth and Family Support. The current contact details for Children's Services are as follows:

Children's Services can be contacted on 6207 1114 or at:
The Office for Children, Youth and Family Support
Chief Minister's Department
GPO Box 158, Canberra ACT 2601

The Commissioner for Children and Young People can be reached at:
phone: 02 6205 2222
email: human.rights@act.gov.au web: www.hrc.act.gov.au

4. *Licence*

The Proprietor will ensure that Licence Standards are met. See [C104 Licensing Core Standards Checklist](#), and [C105 Licensing Playschool Standards Checklist](#).

5. *Philosophy*

See [B1 Philosophy and Vision](#)

6. *Implementing Policies and Procedures*

The Proprietor will ensure that all policies are implemented and procedures are followed.

The Proprietor may use the Playschool Calendar or software and / or checklists to provide reminders to implement various procedures.

7. *Updating Policies and Procedures*

The Committee will review policies at least once every three to five years. The last revision date can be found on Google Drive. Where there is a difference between the online version and the hard copy, the online version is taken to be the latest version.

Whenever significant changes need to be made to Playschool policies during the school year, parents will be notified via email.

9 *Insurance*

The following insurance policies are kept:

- a) worker's compensation;

- b) public liability; and
- c) any additional insurance to cover volunteers (possibly including Directors & Officers liability insurance); and
- d) other insurance policies as required by law.

The certificates of currency for insurances required in Standards 1.30 will be available to the licensing authority on request. Any lapses will be reported to the licensing authority.

See [C107 Insurance Tracker](#).

10 Contact List for Management and Staff

See [C108 Contact List](#) for a template.

11 Support Roles and Organisation Chart

[C110 Spielwelt Org Chart](#) references the support roles at Spielwelt.

D1 Partnerships and Communications with Families and Children

ACT Childcare Services Standards state that:

1.23 c) The service shall implement written policies and / or procedures for each of the following areas:

- v. exchange of information with parent / guardians;
- vii. parent / guardian access to child/ren;
- viii. complaints and grievance procedures for parent / guardians, staff and children including the involvement of the licensing authority as a last resort; and
- ix. parent / guardian and staff participation in the development of the service.

1.26) The Proprietor must provide information to parent and guardians on:

- a) the current licence to operate the Playschool, which must be prominently displayed at the Playschool's premises;
- b) all licence amendments and temporary standards exemptions, which must be prominently displayed at the Playschool's premises;
- c) the Children and Young People Act (2008) and the current ACT Childcare Services Standards;
- d) the notice describing the licensing authority, provided by the licensing authority, which must be prominently displayed at the Playschool's premises;
- e) contact details for the Commissioner for Children and Young People, which must be prominently displayed at the Playschool's premises;
- f) the Playschool's philosophy, which must be prominently displayed at the Playschool's premises;
- g) an indexed copy of the Playschool Policy and Procedures Manual including parents'/guardians' rights and participation in the operation of the Playschool;
- h) the role of management staff, their communication with the Proprietor, parents/guardians and other people engaged by the Proprietor;
- i) parental responsibility for delivery and collection of children;
- j) payment of fees, and if registered with the Family Assistance Office as a provider, the childcare provider number;
- k) times and days of operation;
- l) complaints policy and procedures;
- m) emergency and evacuation procedures;
- n) injuries, illness and infectious conditions;
- o) excursions and outings;
- p) notification of changes of information recorded about a child;
- q) participation of student-teachers and volunteers in the Playschool;
- r) information regarding policies and procedures for mandatory reporting of suspected child abuse; and,
- s) procedures for arrival and departure of children.

1.10) There must be a procedure in place which ensures that the parent/guardian or other authorised person may enter the service at any time and may, at an appointed time, and exchange

detailed information about their child with the person in charge of the service. Information may be provided in handbooks, manuals, with enrolment material or in clearly displayed signs. Information may also be available to parents via the internet. However, if the internet is utilised, Playschools must take measures to ensure confidentiality, and accessibility by all families and potential families. The information should be thoroughly discussed with parents/guardians before and at enrolment, and be supported by written material.

1.60) Staff will communicate regularly and positively with parent / guardians about their child / ren's development and experiences in care. Childcare services are opportune environments to build partnerships with families and to collaborate to the benefit of children. As such, communication with families should be a high priority. A strong partnership will ensure that parent / guardians and services can have open discourse about the ongoing development of children. Even situations which have negative consequences can be discussed in a manner which ensures a positive outcome for all involved, especially the child. This can be achieved with open communication and an effective partnership..

Implementation

1. Information for Parents/Guardians

The Proprietor/Controlling Person will ensure that following information is displayed on the Main Notice Board at the Playschool:

- a. Current Operating Licence;
- b. Any licence amendments and temporary standards exemptions;
- c. A Notice describing the Licensing Authority;
- d. Contact details for the Commissioner for Children and Young People;
- e. The Playschool Philosophy;
- f. That the staff are mandated reporters ([D102 mandated reporter sign](#)).

A current copy of the ACS Standards and the Act, and an up to date, indexed copy of the Playschool Policy and Procedure Manual (PPPM), will be available in the Playschool Foyer.

Parents will also be advised that the Act and the ACS Standards are available online, and that our PPPM is posted on our webpage.

Information regarding ACS Standards 1.26(g) to 1.26(s) will be given to parents on the website and at any Parent Information Nights or an orientation session before enrolment or on the first day of the school year. See [D103 Info for Parents at Schnupper \(checklist\)](#)

Times and days of operation are posted on the website.

Parents are informed about the emergency or illness/injury or excursion procedures during their orientation session. The emergency procedures and evacuation diagrams are posted on the wall at the service.

2 *Communications between Parents and Management*

Emails, telephone calls, newsletters, a webpage, conversations, interviews, a communications book, and notice boards, Information Night / Orientation sessions, will be used to ensure good communications between Parents and Management. Information will also be provided in the PPPM and with enrolment material. Where the internet is utilised, measures will be taken to ensure confidentiality, and accessibility by all families and potential families.

Parents will be notified of their fees and subsidy requirements by email.

Parents must notify the Playschool of a change in details for the child, by email, and this will be acknowledged by return email.

A [D101 Spielwelt feedback form](http://spielwelt.org.au/about/contact-us/how-to-raise-concerns-or-make-suggestions/) can be completed, or the link can be found here:

The committee can access the feedback form responses at D104.

3 *Communication between Parents and Staff*

Communication between staff and parents may take place at any time the service is in operation in both formal and informal ways. Some of these are:

- o Regular emails sent to parents.
- o Take home sheets with text of themes/ words/ songs.
- o Newsletters from time to time.
- o Phone calls.
- o In person conversations before drop-off and at pick-up time.
- o Where a longer parent-teacher interview is required, a meeting should be scheduled.

Teachers may meet formally with parents at least once per year to discuss their child's progress. Discussions will focus on the positive and teachers will deal with any concerns by working with parents to find a caring and sensitive solution, and to form a positive action plan together. Staff must make every effort to build strong working relationships with parents. Informal discussions can take place before and after class.

5 *Family and Staff Involvement*

Parents can access their child at any time during session times.

Any positive contributions which families and staff can make to the life of the Playschool are welcomed.

Ways in which parents can help are listed on the [Support Roles list](#).

6 *Parents Association and Committee*

Parents are encouraged to participate actively in the Parents Association and to join the Committee to help formulate policy and to handle finances and other operations. Information

regarding specific positions, roles, obligations, and guidelines for Committee members will be available.

Parents are encouraged to contact the Committee if they have any comments or concerns.

Committee photos and contact details are on the bulletin board.

7 *General Meetings and the AGM*

The Annual General Meeting of the Association is held before the end of February each year to officially elect and hand over to the new Committee and present the following mandatory documents to members: a reviewed and updated copy of the PPPM; an audited statement of accounts; the Auditor's report, and the Committee Report.

8 *Life Membership of the Association*

Life membership is an honour bestowed on an individual member whose continuous, meritorious, loyal and outstanding service and contribution has provided measurable benefit to the organisation and its members over an extended period of time.

In March 2022, Life Membership was bestowed upon **Mr Steven Dodt** marking 15 years of outstanding and continuous service hosting and maintaining the Spielwelt website.

9 *Grievances, Complaints and Conflict Resolution*

It is important to remember that in seeking resolution for any conflict, the well-being and safety of the child or children should be our primary focus.

Parents and Staff are encouraged to attempt to deal with complaints quickly and with the person involved, before lodging an official complaint.

The process is outlined on our website:

<http://spielwelt.org.au/about/contact-us/how-to-raise-concerns-or-make-suggestions/>

The Playschool Director should attempt to arbitrate fairly and resolve the matter without reference to the Committee. An attempt must be made to hear each side of the case separately and then negotiate a solution. If the matter can be resolved to the satisfaction of both parties, no further action need be taken, except that the complaint and its resolution should be documented.

At every step of the process, follow-up should be scheduled to ensure that the matter has been, or is being dealt with. Follow-up must be made after resolution to ensure that the matter has truly been resolved.

Confidentiality should be observed regarding the complaint and its resolution unless it involves a matter of more general interest and benefit to parents. It may then be shared without naming names, and with the permission of both parties.

E1 Records and Records Retention

ACT Childcare Services Standards state that:

1.1) Records required by this section (Operating Procedures) of these standards must be retained for a minimum of 7 years. The general requirement is for records to be kept for a minimum of 7 years. However, there may be records that your insurance company or another agency requires you to keep for longer. It is recommended that services seek additional advice on this matter.

1.2) All records pertaining to children in care must be maintained accurately. These records are to be kept up to date and in a safe and secure area that is accessible to the person in charge. It is important that there is a procedure in place to frequently check the accuracy of the information collected to ensure that it is up to date.

1.3) Records must be made available for inspection on request by the licensing authority or an authorised officer who enters the service for the purposes of inspection.

1.4) Records will remain confidential to those who have a right to access them. It is important to take into account the personal information collected and held by a childcare service. This information should be kept confidentially. It is recommended that services restrict access to records, and keep filing cabinets and storage units locked. The Privacy Act must to be adhered to, where applicable to childcare services.

1.5) The details of each child being cared for by the service is to be provided to the Chief Executive when requested. Details regarding each child may be requested by the Chief Executive in the following situations:

- " when the service has been given a compliance notice;
- " when a licence has been suspended or cancelled; and
- " when it is considered necessary to remove a child from childcare due to immediate danger to the health or safety of the child.

See Chapter 20, Children and Young People Act 2008 for more information.

1.23 c) The service must have policies and procedures for the following areas:

- vi) confidentiality and privacy;

Given the nature of the information services must keep for each staff member, services must take reasonable steps to protect the personal information from misuse and loss and from unauthorized access, modification or disclosure. Reasonable steps may include computer system safeguards such as password protection, lockable physical security, and secure transfer of information. These steps should be regularly reviewed and tested.

Criminal record information is classed as 'sensitive information' and extra care should be taken to keep this information secure. One such step may be to keep police record checks separate from personnel files.

The ACS Standards require that records be kept for the Admissions Register 1.6; Daily

Attendance Records 1.7, 1.8; Parental Access 1.9; Illness and Notifiable Disease 1.11; Childrens' Accidents or Injury 1.12 to 1.15; Medication Records 1.16 to 1.18; Emergency Records 1.19 and 1.20; All Written Policies 1.23; Staff Records 1.28; Compliance Certificates 1.29; Insurance 1.30 to 1.32; Safety, Health and Hygiene Policies 1.61 to 1.63 and 1.84, 1.86, 1.87; Emergency Procedures 1.75; Dangerous Goods 1.80.

Implementation

1 Records and Records Retention Policy

The Proprietor will keep complete and accurately maintained records for all children, staff, operations and the facility as set out in the ACS Standards [above](#). To protect this information from misuse, loss or unauthorised access, modification or disclosure, the files will be kept in locked filing cabinets in the Playschool Office. The Office must be locked every night when playschool closes. Files will be destroyed once they are over 7 years old. All sensitive material must be destroyed by shredding or incinerating.

2 Confidentiality

Only Authorised Personnel will have the key/code and access to personal records of any kind. The code will be changed on an as needed basis. Where information is stored on a computer system password protection will be used. Emails that involve sensitive information could be encrypted, using a programme such as PGP. Files which are removed from the premises must be transported in a secure manner.

Upon termination of employment for any reason, Staff members will relinquish keys and other Playschool materials, and be reminded of their continuing obligations regarding confidential information. Passwords to electronic databases, email accounts, key combinations and the like to which the staff member had access must be changed.

All matters discussed at Committee meetings will be treated as confidential. A [C102 Non-Disclosure Agreement](#) is to be signed by each committee member at the beginning of their term.

Records will be available for inspection by the Chief Executive (from the relevant ACT government office) upon request. The Privacy Act must be adhered to, where applicable to childcare services. Refer to the Office of the Privacy Commissioner for more information.

3 Staff Records

Staff records must be kept up to date and stored securely as above. The Proprietor will ensure that access to Staff files is tightly restricted. Police Checks will be stored separately in a safe.

All electronic information pertaining to staff, including interview notes, Police Records Checks, contracts, annual performance appraisals and the "Fit and Proper Persons Record" are password protected and are stored on the Playschool Director's computer.

4 Children's Files

A child's records including: enrolment forms, health, learning, behaviours and other sensitive issues will be kept in a filing cabinet or cupboard, which is locked at the end of each session. This information can be viewed by the child's parents/guardians, class teachers, class assistants, administration staff and the Controlling Person, and other agency professionals.

Details of any Care and Protection Order made under the Children and Young People Act 2008 or equivalent interstate legislation, and / or any parenting order or registered agreement made under the Family Law Act 1975 are to be kept in a **safe/locked file in the Office, with tightly restricted access.**

The Playschool Staff may not give out information regarding a child's family without the prior written authorisation of the parent. Exceptions may apply regarding information about children when subpoenaed to appear before a court of law. Parents will be provided access to their child's development record and enrolment file in the presence of an authorised staff member.

5 Health and Safety Records

A separate report must be completed by the Teacher, as soon as possible following every incidence of illness, accident, or near miss, emergency event or incident at the Playschool. Requirements for Safety Records are set out in Safety Section J5, and those pertaining to Health and Medical Records are detailed in Section H3. Copies of Health and Safety Reports will be kept in the Health and Safety Register which will be kept securely in the Office. Health and Safety Records will be archived, and kept for seven years.

In addition, the Proprietor will require the Health and Safety Officer to keep records of all checks, audits and reports made on Health and Safety (H&S) matters at the Playschool. The H&S Officer should also keep records of resulting meetings and discussions, decisions and corrective actions taken.

6 Security Audits

The Proprietor will appoint a volunteer Security Auditor to review these security measures. See [J302 Security Auditor Checklist](#). Audits should be run on a random basis to test compliance.

7 Updating Files

To ensure that records are kept current, parents will be encouraged to review their enrolment details each semester.

8 Insurance Policies and Compliance Certificates

The Proprietor will verify with the Insurance Company how long Insurance Records must be kept. Compliance Certificates should be kept for the life of the certified item.

9 Photographs

Here is the Spielwelt policy on privacy, as it relates to children's photographs and identifying information on the internet, newsletter and walls at the building:

At no point will there be photographs of children displayed together with identifying information about any of our members on the internet, newsletter or walls of the venue; with the following exceptions:

- 1) there may be photographs of the children, where it is impossible to identify them (eg., they have their backs to the camera, or their faces are obscured). No names will accompany such photographs.
- 2) there may be photographs of children where the parent has given specific consent to a particular photograph (and the parent has seen the photograph they are giving permission for). No names will accompany such photographs.
- 3) adults' photographs may be displayed on the bulletin board at the venue, and these will be published with their names where they are teaching staff, leaders or committee members. (NB: It is a licensing requirement that teachers' photographs and names be displayed at the GAP.)
- 4) there may be photographs of a child and their name together on gifts sent home to that child's family. It will not contain identifying information of other children who may be in the photograph.
- 5) From time to time, the teacher may display photos in the classroom for parents to view. These are not available outside the GAP.

If (consented) photographs are published on the web or in the newsletter, there will not be any names associated with them. Not even in the file name of the photograph.

10 Spielwelt on the Internet

The Spielwelt website will display information about programs, but will not mention members by name, except where those members are [adult] teachers, leaders or committee members.

E2 Admissions

ACT Childcare Services Standards state that:

Admissions Register

1.6) There must be an admission register which records for each child:

- a) the child's full name, date of birth, residential address and gender; (The usual practice is for these details to be entered into an enrolment form for each child),
- b) the child's health, including details of allergies and immunisation particulars, or other relevant medical history or detail; (Immunisation records must be kept up to date and forwarded to ACT Health as required),
- c) the full name, residential address and contact telephone number of a parent / guardian;
- d) the full name, address and telephone number of a person who may be contacted in the case of an emergency concerning the child, if the parent / guardian can not be contacted; (This ensures that in the case of an emergency, if a parent / guardian is unable to be contacted, someone close to the family can be contacted and informed of the situation),
- e) the full name, address and telephone number of any person authorised to collect the child from the service; (There must be a verification system to ensure that only a person authorised by a parent / guardian can collect a child.),
- f) any care and protection order made under the Children and Young People Act 2008 or equivalent interstate legislation, and / or any parenting order or registered agreement made under the Family Law Act 1975; (Details of orders or agreements are to be kept on file and since they may contain sensitive information, the security of this information should be considered.),
- g) the primary language spoken by the child. If the child has not learnt to speak, the child's parent / guardian's primary language; (Parent / guardians are encouraged but not required to disclose this information.),
- h) any special requirements notified by a parent / guardian, including for example cultural or religious requirements;
- i) the needs of a child with a disability or with other additional needs;
- j) a statement indicating any parental permission for medications to be administered to the child whilst at the service;
- k) a statement indicating any parental permission for emergency medical, hospital and ambulance services or the parent / guardian's chosen alternative (each child enrolled in family day care must have this authority to attend); (Parent / guardians may wish to nominate an alternate arrangement. Services need to be aware of, and have recorded, the parent / guardian's wishes in relation to illness and accidents. Acceptance of responsibility for charges incurred can go on a blanket permission form.),
- l) the name, address and telephone number of the child's doctor or nearest public hospital;
- m) a statement indicating any permission given by the parent / guardian for the child:

- i. to be removed from the service for the purpose of participating in an activity organised by the proprietor;
- ii. to be escorted to or from a place outside the childcare service by a member of staff of the service;
- iii. to participate in supervised local area walks when planned as part of the program; and
- iv. if school age, to arrive at or leave the school age care service / family day care home unaccompanied (if applicable). (Some services may choose not to allow children to be escorted outside the childcare service by a member of staff, or to allow school age children to arrive / depart unaccompanied. This is at the discretion of the service, however it should be reflected in their policies and parent / guardians should be aware of the decision.)

1.23 c) The service must have policies and procedures in place for the

- i) booking procedures,
- iii) priority of access, if applicable.

Implementation

1 Admissions Register

The Proprietor will collect all the information required by the ACS Standards 1.61 (a to m) by means of the Enrolment Form. You find it if you click the [blue "apply" button on our SmartCentral portal](#) (underneath the Spielwelt logo). Create a user log-in, and complete your enrolment form.

On the [Enrolment Terms and Conditions page](#) you'll find more information.

2 Changes to Recorded Information

Parents will be reminded in Term 3 to check that their information is still correct. There is a reminder for this on the [Playschool Calendar](#).

3 Booking of Places / Enrolment Process

There is a detailed description of the enrolment process on the Playschool website: <https://playschool.spielwelt.org.au/wp/how-to-enrol/>

Once a child is confirmed to start, the Director will go through [E202 Adding a New Child checklist](#).

4 Criteria for Entry

The Playschool does not discriminate on the basis of gender, cultural or ethnic background, religion, or ability. All children who are of the right age are welcome,

however the Playschool currently lacks the facilities to meet the needs of certain physically incapacitated children.

The Playschool reserves the right to discriminate on the basis of German language comprehension levels and prioritise children with higher comprehension levels. This is in line with the purpose of the association. We do, however, also offer places to children with no German comprehension at all.

Priorities for enrolment are described here:

<http://spielwelt.org.au/german-australian-playschool/apply-to-enrol-now/enrolment-policy/>

5 Priority of Access / Waiting Lists

Where a child cannot be placed immediately, their name is placed on a waiting list, in the order that their application was received. The parent will be notified if and when a place becomes available. A child's name automatically rolls over to the waiting list for the following year, if necessary.

E3 Attendance Records

ACT Childcare Services Standards state that:

1.7) There must be accurate attendance records which show for each child in attendance at the service:

- a) the child's first and surname;
- b) the date and time of each arrival at the service; and
- c) the date and time of each departure from the service. (The attendance records may be maintained centrally for all the children in attendance, or there may be separate records for each group of children.)

There must be a verification system to ensure that only a person authorised by a parent / guardian can collect a child. Details of orders or agreements should be kept on file. Since this may involve sensitive information, the security of this information should be considered.

1.8) In respect of the attendance records, there must be in place a procedure which ensures that:

- a) the person who brings the child to the service records the time of arrival of the child in the attendance record, and signs the record;
- b) the person who receives the child from the service records the time of departure of the child from the service in the attendance record, and signs the record;
- c) the service director or person authorised by the service director receives the child on arrival;
- d) when a child leaves the service, the person who receives the child is the child's parent / guardian or a person who is authorised in writing by the child's parent / guardian to receive the child; and
- e) authorised people are immediately advised of a school age child's absence if the child is expected at the service.

1.9) A parent / guardian, or other person nominated in writing by the parent / guardian, must have access to their child at all times. Where children are the subject of an order or registered agreement, services should request details of this order relevant to their care of the child.

1.23 c)

- iv. delivery and collection of children, including late collection of children detailing procedures to be followed when children are left after the service closes;

Implementation

Daily Attendance Records (The Sign-in Book)

Accurate attendance records showing times of arrival and departure, signed digitally by the person responsible for the child, protect the rights of the child, parents and management of the service. Furthermore, for effective emergency and evacuation procedures, staff must be able to ascertain which children are in attendance at any given time. The Proprietor will therefore make every effort to ensure the accuracy of the Attendance Records. Parents will be advised during their orientation and on their child's first day of the need to complete this record on a child's

arrival and departure from the service.

The full name of each child must be recorded, along with the date and time of each arrival at and departure from the service. The Playschool will make digital or paper sign in sheets available. The Teacher-in-Charge will keep an eye on the sign in and sign out process.

Staff, Roster Parents and siblings and guests must also be recorded on the teachers attendance record sheet, if they are staying to partake or observe the program. See [E301 Sign In Sheet \(sample single day\)](#) and [E302 Sign in Sheet \(sample multi-day\)](#).

Signing the child into the program records the child's presence, but it is also important that staff are made aware that the child has arrived. Parents will be advised orally at the Orientation Session. See [D103 Info for Parents at Orientation: Checklist](#).

As a further check of safe arrival, the Teacher will take the Attendance Record (on paper), at the start of the session, and use it to perform a roll call to physically verify the presence of each child. Roll calls will be repeated when children return to the classroom after each outdoor play period, and if applicable, after GAP attendees leave and our afternoon sessions begin.

Contact information, collection authorities, medical information and emergency contact information for every child and staff member will be kept in the Enrolment Folder. A short list of the children's names, parents names and phone numbers will be kept with the Attendance Record, which will be used in the event of Emergency Evacuation. (See [Section J5 Emergencies](#).)

Authority to Collect a Child

The Teacher-in-Charge will be provided with a list of names and phone numbers of parents / guardians authorised to collect a child. Staff will familiarise themselves with the faces of parents delivering children, and persons authorised to collect children from the Playschool. At collection time, the Teacher may request the name or phone number of the person collecting the child, and check it against the list, as verification of their authority. *It is important not to supply the answers inadvertently. Ask "what is your name and phone number" instead of "Are you Mary Smith, and is your phone number 6255-5555?"* The Teacher may also ask to see photo identification, and this is very reasonable considering it is not unheard of for children to be abducted by someone they know.

When a person other than the parent / guardian or a person nominated on the Enrolment Form is to collect a child, the parent / guardian must give authorisation in writing.

Access to Children

Parents have the right to have access to their child at all times. Parents may schedule an appointment with the Teacher to exchange detailed information regarding their child.

Procedures for Collection of Children

At the end of each session, children are required to sit on the rug till the Teacher identifies the

parent or authorised collector, and releases the child to them. Parents should sign out digitally (the time of departure will be recorded automatically). The child then becomes the responsibility of the parent.

Late Collection of Children

There is a penalty fee for late collection and parents will be informed of this at enrolment. If a child is left at the service after the session is over, under the legislation two Responsible Persons must wait with the child, and attempt to contact the parent / emergency contact to come and collect the child. See [J5 Emergencies](#) for policy on abandoned children, and [E4 Finances](#) on late collection penalty fees.

Attendance by Visitors and Trades People

The [E303 Visitors and Trades wall sign](#) outlines the procedures for visitors other than parents.

E4 Finances

ACT Childcare Services Standards state that:

1.23 c) The service shall implement written policies for cancellations, fees including any penalties for late payment or late collection of children.

Implementation

Fees and due dates

Fee policies, amounts and due dates can be found on our website:

<http://spielwelt.org.au/german-australian-playschool/gap-term-fees/>

<http://spielwelt.org.au/german-australian-playschool/gap-term-fees/childcare-subsidy-at-gap/>

Families intending to be absent for a while or suffering financial hardship should consult the [E4a Spielwelt Partial Payment Policy](#).

If there is any difficulty in paying on time, parents may discuss a payment plan with the Director, Finance Administration officer, President and/or Committee Finance Advisor. Any special arrangement will be treated confidentially. Payments may be made by installments as long as sessions are paid in advance of the corresponding attendance.

At the discretion of the Committee, if financial hardship is identified, and sufficient funding is available or a sponsor / donor can be found, the fees of one or two children participating at the Playschool may be subsidised.

Normal daily fees are applied to Public Holidays, since we must continue paying staff, rent and insurance.

Non-payment or Late Payment of fees

Fees must be paid in advance of sessions attended. A child will not be allowed to attend any session for which fees have not been paid.

Non payment of fees by the second week the child is expected at playschool will result in loss of place.

Rebates and Subsidies

From 23 July 2018: The Playschool offers the Australian government childcare subsidy under the Family Assistance Law. The Committee ensures that Spielwelt is compliant with the requirements set out in [A New Tax System \(Family Assistance\) Act 1999](#) and the [Family Assistance Legislation Amendment \(Jobs for Families Child Care Package\) Act 2017](#) and the associated [Ministers Rules](#).

Any Staff and Committee involved in administering the child care subsidy system must hold a Working with Vulnerable People card, have no record of bankruptcy on the National Insolvency Index, and not be a banned or disqualified person on the ASIC database. Their suitability will be assessed by the Committee before their appointment, and re-considered annually at the AGM.

Refunds and Terminating Enrolments

The policy on refunds and terminating enrolments is covered here:

<http://spielwelt.org.au/german-australian-playschool/gap-term-fees/gap-refund-policy/>

Employment Policy

Our employees have Fair Work Australia compliant contracts and are covered under the Children's Services Award 2010. The Committee aims to pay teaching staff higher than award wages where possible. Employment and staffing policies relevant to the governance of the organisation are outlined in [F2a Assessment of Fit and Proper Persons](#), [F2b Qualifications of Controlling Person](#), [F3 Interviewing](#), [F4 Conditions of Employment](#), [F5 Expectations for Staff](#), [F6 Staff Training and Mandatory Reporting](#). There is also [F201 Staff Interview / Fit and Proper Checklist](#).

Monitoring and Auditing

The Spielwelt finances are audited annually, in accordance with the Australian Charities and Not-for-Profits Commission requirements.

The committee finance officer, or any member of the committee, may at any time request to review the finances, including bank statements, budgets, decisions, transactions, invoices, dockets, and any other relevant supporting documentation. Reviews should take place periodically on an announced and unannounced basis.

Extra Charges

The late collection fee and policy is here:

<http://spielwelt.org.au/german-australian-playschool/session-times/>

If late, a parent will receive [E401 Late Collection Policy and Fee Notice](#)

The extra charges for excursions can be found on the website in the fee table:

<http://spielwelt.org.au/german-australian-playschool/gap-term-fees/>

The extra charge for payment-in-lieu of working bee is described here:

<http://spielwelt.org.au/german-australian-playschool/apply-to-enrol-now/enrolment-terms-and-conditions/> and on the enrolment form.

Purchasing

See job description of the purchasing officer in the volunteer job descriptions folder on the Spielwelt Drive.

The Director has operating budget authority for up to \$1000 per item, without committee approval.

For items over \$1000, committee approval is necessary. The committee will decide what specifically is to be purchased, and what the budget for it will be.

Teacher's Resources

Teachers will be provided with a discretionary allowance of up to \$50 for the Mon/Tues class and \$50 for the Thurs/Fri class per term for craft, stationery and activity expenses. Approval for larger purchases must be obtained through the committee in the usual way.

Any unused portion of the Teacher's discretionary allocation will not accumulate beyond the end of each term. The teacher is to submit all receipts to the Finance Administration officer.

Presidential Purchases

The President has operating budget authority for up to \$500 per term, without committee approval.

For expenditure over \$500 per term, committee approval is necessary.

E4a: Spielwelt Partial Payment Policy

This policy covers whether (and what) fee reductions are available for. It covers Scouts, Spiel und Spass and GAP.

Agreed by the Committee July 2009. Amended and agreed July 2013. Further amended March 2014. Last reviewed August 2017, and July 2019. Amended on 23 February 2023

Reason	Playgroup (Spiel und Spass)	GAP	Pfadfinder Scouts
Unplanned absences (ie sickness), up to 2 weeks, consecutive or not)	No fee reduction.	No fee reduction.	No fee reduction.
Unplanned absences due to sickness, 3 or more consecutive weeks	No fee reduction.	If the sickness is causing financial hardship, family can apply to the committee for return of the unused portion of their fees. Doctor's note or similar required.	No fee reduction. Membership is calculated on an annual basis, paid to the Branch already, and recovered from the families on a per term basis.
Planned short absences (up to 2 weeks, consecutive or not)	No fee reduction.	No fee reduction.	No fee reduction.
Planned long absences (3 or more weeks, consecutive or not, in the same term, or consecutive weeks spread over two terms)	Pay for the weeks they plan to attend.	From Jan 2014: After a minimum of 10 weeks attendance, a family may pay a holding fee of 75% of their normal fees for the weeks they will be away, for up to 7 weeks, after which time 50% of the normal fees apply..	No fee reduction. Membership is calculated on an annual basis, paid to the Branch already, and recovered from the families on a per term basis.
Plan to attend fortnightly, rather than weekly	No fee reduction. BUT... if financial hardship, or full price would mean they could not attend, then may	<i>This option is only available when there is no other family wishing to go full-time in that place.</i> Pay in advance for the weeks they plan to attend. Pay	No fee reduction. Membership to Branch is a fixed fee, and must be recovered from families.

	apply to the committee for a 30% discount.	additional \$200 place-holding fee per term for off-weeks.	
Joining part way through term.	Pro-rata fee payable from week 5 and onwards.	Pro-rata fee payable from week 3 and onwards.	Pro-rata fee payable, from week 5 onwards.
Skipping a term	No need to pay for that term. Places are unlimited, so no need to pay place-holding fee.	No need to pay for that term; but their place is not held open. Can reserve a place for the following term by paying a holding fee of 75% of the normal short-day fees for the weeks they will be away, for up to 7 weeks, after which time 50% of the normal fees apply..	No fee reduction. Membership to Branch is a fixed fee, and must be recovered from families.
When a paid session day falls on a public holiday	No discount. This is already calculated in the overall fees.	This is already calculated in the term fees. No further discount.	No discount. This is already calculated in the fees, and often there is a weekend activity to make up for it, then or at another time.
Answers to Other Related Questions:			
1. We are going to be away on our usual day. Can we swap to another day just for that week?	Not applicable.	Yes, if there is space on the 'other' day, if your child meets the fluency requirements for that day, and you have gained agreement from the Director and Teacher. If the Director doesn't know of any planned absences for that day, it is up to you to find one. No extra cost to swap sessions. Must be arranged in advance. (Remember	Not applicable.

		this is a school, not childcare.)	
2. We would like to pick up an extra day next week. Can we pay a daily rate and take someone's spot if they are absent that day?	Not applicable.	Yes, if there is space on the extra day, and you have gained agreement from the Director and Teacher. If the Director doesn't know of any planned absences for that day, it is up to you to find someone whose place you can fill. No extra cost to swap sessions. Must be arranged in advance. (Remember this is a school, not childcare.)	Not applicable.

E5: Financial Reserves and Savings

This policy covers Spielwelt's Financial Reserves (also known as the Rainy Day Fund): why we have reserves, what they can be used for; how they are invested; and how the amount in the reserves is determined.

This policy is largely taken from the Australian Charities and Not-for-Profits Commission [fact sheet on Charity Reserves](#).

There are four types of funding identified in this document: **reserves**, **contingency**, **savings** and **day to day operating** funds.

Reserves

Why it is important to have reserves

Reserves allow us to meet our commitments, continue to undertake work and deliver services, even when unexpected events or costs arise.

Our commitments include meeting redundancy liabilities should the service have to close; ensuring there is sufficient cash to cover day to day running costs; ensuring continuity of service provision by meeting unexpected costs such as cover for illness or maternity leave, and/or covering running costs during periods of lower income (e.g. while adjusting to school policy changes or unforeseen circumstances); replacing equipment as it wears out and carrying out necessary building maintenance; and relocating to a new premises if necessary.

In addition, from time to time, there are "matched funding" grants available. Having a reserve means we can apply for these, even if we intend to match the grant funding with in-kind donations of labour, for example.

A healthy level of reserves is a sign of a well-governed and resilient not for profit organisation.

How do we determine the appropriate level of reserves?

To determine an appropriate level of reserves, the committee considers our operations, governance, staffing, clients, funding structure, liabilities and the external market, and considers our business risks. We take into account current and future liabilities, including staff entitlements, and our insurance coverage.

The [Children's Services Award](#) determines the redundancy periods to be paid. As at 2020, these were basically:

Continuous employment	Notice period
Under a year	1 week*
More than a year, less than 3 years	2 weeks*
More than 3 years, less than 5 years	3 weeks*
More than 5 years	4 weeks*

* plus 2 weeks for staff over 45 years old.

However, as a small business employing 15 people or fewer, we are not required to pay redundancy pay, according to Fair Work Australia (reference [here](#)).

Spielwelt aims to maintain sufficient **minimum reserves, in a separate reserves account**, in order to continue to operate with business as usual, in the case of emergencies, **covering essential operating expenses such as wages, rent and insurance for ONE SCHOOL TERM plus pay out all staff entitlements.**

It is felt that this would give the committee, families and staff enough time to make decisions, change to a different operating model, or make whatever changes necessary to recover from disaster or close the organisation gracefully, if necessary.

The minimum reserve amount will be calculated using an average of the past 5 years, and is calculated every 3 years, starting in 2017. This will ensure our reserve amount is kept up to date. **As at 2017 and 2020, this reserve amount deemed necessary was \$55,000.**

What can **reserves** be used for?

Exactly how reserves are used is ultimately a decision for the committee, and is considered on a case-by-case basis.

The committee maintains accountability by announcing to the membership their intention to dip into the reserves, particularly if the reserves will dip below our stated minimum amount.

Reserves can be used for:

- Make significant and necessary capital improvements or critical repairs to the venue
- Move to a new venue if necessary
- unexpected cuts to regular term fee income or grant funding

- significant unexpected costs (e.g., moving premises due to an unexpected termination of a lease)
- unexpected events (e.g. a natural disaster); or
- unexpected legal costs.

Maintaining and building our reserves

The reserves are kept in a separate account (and often a separate bank) to the day to day operating accounts.

In years when Spielwelt makes a profit, the majority of that profit (rounded to the nearest hundred) is moved to the reserves at the end of the year, after the audit.

Can we spend all of our reserves?

Yes, but a not for profit organisation that spends all of its reserves will place itself at risk of being unable to continue its operations or pay its debts if something unexpected happens which affects the charity's anticipated income. (After the fires, floods and corona-virus, leave some funds for the locust plague!)

In the event of reserves falling significantly below the target level, the committee will aim to restore the reserves as soon as possible by increasing fundraising, increasing earned income or reducing expenditure. Similarly, if reserves are significantly above the target level, the committee will put in place a plan as soon as possible, aiming to eliminate the excess within four years by spending money to enhance the quality of services to children, or otherwise further the aims of the organisation, or by reducing fundraising.

The committee will not, however, take any steps that might call into question the ability of the organisation to continue as a financially viable operation in the long term. In particular, it will not plan to use excess reserves to cover essential running costs.

Guidelines for investing our reserves

The Finance Adviser on the committee is responsible to make sure that our reserves are invested wisely, with good interest rates, and preferably ethically. Generally, only low risk investments such as High Interest Savings Accounts and Term Deposits are used. Funds are only held in Australia, and in Australian dollars.

Contingency Funds

Contingency funds and how they are calculated

In addition to the **reserve** funds, Spielwelt will maintain an additional 15% of non-staff related expenditures as a **contingency fund**, for unforeseen or normal operating expenditures that don't qualify as emergency funds. This amount is calculated using the averages technique as described for the reserve account. **As at 2017, this contingency amount deemed necessary was \$10,000; and in 2020 was \$8,250.. This is spread across the various bank accounts as follows:**

Spiel und Spass: \$500

GAP: \$3,000

Pfadfinder: \$6,500 (2024 update: We don't move funds from Scouts account to SW account without an invoice.)

This means that funds held by Spielwelt in **excess** of the reserves and the contingency funds can and should be used and spent on the program or saved for a specified purpose (ie a building improvement fund or the like).

What can **contingency funds** be used for?

The groups or committee may wish to dip into the contingency funds in order to:

- Paying staff wages in order to maintain staffing levels during a term or two of low enrolments, where higher enrolments are predicted in the near future
- Purchase larger capital items
- Avoid taking a loan which would place a burden on future committees
- Do we want a **10 year maintenance / replacement schedule** for the building and our assets?
- Scout financial assistance (to jamborees) ie the Boomerang Fund
- unexpected staff costs
- unexpected expenditure (e.g., a new program or project or an increase in the cost of services)

Spielwelt Overall Savings and Group Savings

How do we fund larger expenses?

1. A group may wish to save up for a larger item. This money is kept in the group account, and identified as the group savings for a specific purpose. This amount is in

addition to the contingency fund in that group's account. (For example, Pfadfinder might have been fundraising and be saving up for expensive tents; or Spass might be putting money aside for a jumping castle, or similar.)

2. Spielwelt Overall also saves up for larger expenditures, such as building works or toys or equipment that will benefit all the groups, and for shared events such as Karneval or Nikolaus. This money is kept in the Spielwelt Overall account. At the end of each year, funds in excess of the contingency balances listed above (plus any money a group has earmarked as their specific savings), will be transferred into the Spielwelt Overall account, to be used by the committee for the benefit of all groups.

Day to Day Operating Funds

The groups each have their own bank accounts, and money in those accounts during the year constitute the day to day operating funds for those groups. These funds are spent in accordance with our other financial policies, and are governed by the committee and the director, leaders, coordinators and treasurers of those groups.

More information and guidance on financial reserve policies can be found on the Australian Charities and Not-for-Profits Commission [fact sheet on Charity Reserves](#).