

Y Whittlesea

Infectious Diseases Policy (Early Years)

1. Purpose:

Y Whittlesea is committed to protecting the health and wellbeing of children, families, educators, and the community by reducing the transmission of infectious diseases and supporting immunisation as a key public health measure.

2. Scope:

This policy applies to all Y Whittlesea Early Years operating under the Education and Care Services National Regulations 2011, including Type 2 Occasional Care limited services, and to all educators, staff, volunteers, students, and families.

3. Policy Principles

- Health and Safety First: Immunisation protects individual children and the broader community from serious preventable diseases.
- Compliance with Legislation: Y Whittlesea will comply with the Public Health and Wellbeing Act 2008 and No Jab No Play requirements, ensuring all enrolled children have up-to-date immunisation records as per the Australian Immunisation Register (AIR).
- Inclusion with Support: We recognise some families may face barriers to immunisation and will support them to meet requirements, including use of grace periods where eligible.
- Effective Infection Control: Y Whittlesea will implement and promote hygiene practices and exclusion requirements to reduce the risk of infectious diseases in our services.
- Confidentiality: Immunisation and health information will be kept confidential and managed in accordance with privacy requirements.

4. Key Requirements

1. All families must provide an up-to-date Immunisation History Statement from the AIR at enrolment and as vaccinations are updated.
2. Children without current immunisation may be excluded during outbreaks of vaccine-preventable diseases to protect their health and others.
3. Children vaccinated overseas must have records assessed and transferred to the AIR before enrolment, or within a grace period if eligible.
4. The service will maintain clear records and support families in accessing immunisation services and information.

5. Responsibilities

Approved Provider

- Responsible for ensuring compliance with all legal and regulatory requirements including:
- Preventing the spread of infectious diseases within services.
- Ensuring families are promptly informed of any infectious disease occurrences while protecting privacy.
- Displaying notices of infectious diseases at the service when required.
- Meeting enrolment requirements for children's immunisation and applying exclusion periods in line with health guidelines.
- Notifying the regulatory authority of any infectious disease outbreak that poses a risk to children's health and safety.
- Maintaining premises, furniture, and equipment to a safe and hygienic standard.
- Ensuring policies and procedures are accessible to all staff and communicated to families.

The Nominated Supervisor or Responsible Person will:

- Implement this policy and associated procedures effectively.
- Take reasonable steps to prevent the spread of infectious diseases.
- Notify families of infectious disease occurrences promptly and display required notices.

- Apply exclusion periods as per health authority guidelines.
- Ensure immunisation requirements are met for enrolments.
- Maintain a clean, safe, and hygienic environment, and promote hygiene practices
- Notify the regulatory authority of any infectious disease outbreak as required.

Educators will:

- Follow this policy and daily procedures to prevent the spread of infectious diseases.
- Monitor children's health and wellbeing and respond appropriately.
- Stay home when unwell or if they have an excludable illness.
- Maintain recommended immunisations.
- Role model and promote good hygiene practices, including hand washing, toileting, nappy changing, and food handling.
- Integrate infection control awareness and hygiene education into daily programs.
- Communicate with families about infectious diseases and service expectations.

Families are expected to:

- Understand and follow this policy and related procedures.
- Provide up-to-date immunisation documentation at enrolment and when updated.
- Keep children at home when unwell or if they have an excludable infectious disease.
- Keep children at home during outbreaks if they are not fully immunised against the disease.
- Inform the service if their child has or has been exposed to an infectious disease.

5. Related policies and procedures:

- Infectious Diseases Procedure
- Child Safe environment
- Medical Conditions
- Nutrition and Dietary requirements
- Enrolment and Orientation
- Privacy/confidentiality
- ['Staying Healthy Guidelines: Building Healthy Australia'](#)

6. Legislative and Industry Requirements: [Link here](#) to Legislative Compliance Register

7. Consequences of breaching this policy:

All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

8. Policy owner:

The General Manager of Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled. Y Whittlesea reserves the right to vary, replace or terminate this policy from time to time.

9. Document Control:

Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Date	Release Date
3.0	Proof read	R Davis	10/7/25	July 2025
2.0	Separated Policy and Procedure	Farryn Burrill	10/10/2024	
1.0	Revised and approved	leadership team	29/03/2019	29/03/2019