Licensing SOPs Briefing Timeline

*New staff shall follow the briefing timeline indicated in the Staff Induction Programme Guide

Quiz S/N	Title of Licensing SOP Competency Quiz	Mandatory Timeline	Skool4Kidz Standard Operating Procedure (SOP)		S4K SOP Number
To complete in Term 1:					
2.7	Medicine Administration and Allergy Management	**By January**	9a	Administering a Child's Medicine	S4K/SOP/CMA/010
			10a	Management of Children and Infants With Food Allergies	S4K/SOP/CMA/032
3.1	Behaviour Management and Discipline Guidelines	**By January**	1a	Managing Behavioural Problems	S4K/SOP/CMA/013
			1b	Managing Biting	S4K/SOP/CMA/014
			1c	Guidelines on Disciplining and Handling Children	S4K/SOP/CMA/017
3.2	Child Safety Systems and Abuse Reporting Procedures	**By February**	2a	Reporting and Managing Suspected Child Abuse	S4K/POL/016
			3a	Child Safety and Wellbeing Policy & Systems	S4K/POL/019
1.4	Outdoor Play and Field Trip Safety Procedures	**By February**	3a 4a	Outdoor Play	S4K/SOP/CMA/015
			3b	Field Trip	S4K/SOP/CMA/027
1.6	Routine Care and Handling of Children	**By March**	8a	Showering	S4K/SOP/CMA/002
			8b	Appropriate Handling of Boys and Girls	S4K/SOP/CMA/025
			10a	Handling Children with Diapers	S4K/SOP/CMA/005
1.7	Infant and Toddler Routine Care Procedures	**By March**	8c 11a	Infant and Toddler Sleeping Procedure	S4K/SOP/CMA/031
			8d 10c	Infant and Toddler Bathing Procedure	S4K/SOP/CMA/036
			10b	Sterilisation and Procedure in Preparation of Milk and Cereal	S4K/SOP/CMA/033
To complete in Term 2:					
1.5	Arrival, Dismissal and Centre Closure Procedures	**By April**	5a 6a	Arrival and Dismissal (Non-Collection)	S4K/SOP/CMA/026
			7a	Temporary Suspension of Lessons/Centre Closure	S4K/SOP/COP/055
2.1	Health Screening and Infection Control	**By April**	1a	Temperature Taking and Visual Checks for Children, Staff and Visitors	S4K/SOP/CMA/028
			2a	Infection Control Guidelines	S4K/SOP/COP/001
			3a	Contact Tracing	S4K/SOP/COP/002
2.3	Foodborne Disease and Waste Management	**By May**	2e	Managing Foodborne Disease Outbreak	S4K/SOP/CMA/039
			2f	Handling and Disposal of Infectious Waste	S4K/SOP/CMA/008
2.6	Cleaning and Disinfection Procedures	**By May**	7a	Classroom and Office Cleaning Schedule	S4K/SOP/COP/019
			7b	Washing and Disinfecting Toys and Manipulatives	S4K/SOP/CMA/038
1.1	Emergency and Crisis Response Procedures	**By June**	1a	Emergency Evacuation Procedures	S4K/SOP/COP/009
			2b	Crisis Management During Crisis	S4K/SOP/COP/010
1.2	Responding to Injuries, Accidents and Fatalities	**By June**	2c	Handling Major and Minor Injuries	S4K/SOP/CMA/020
			2d	Accidents and Injuries	S4K/SOP/CMA/022
			2g	Handling Death of a Child or Infant	S4K/SOP/CMA/041
To complete in Term 3:					
1.3	Incident Reporting and Investigation Procedures	**By July**	2a	Incident Report Management	S4K/SOP/COP/008
2.2	Infectious Disease Management and Reporting	**By July**	2b	Hand Foot Mouth Disease (HFMD) and Reporting Procedures	S4K/SOP/COP/015
			2c	Managing Children with Infectious Diseases	S4K/SOP/COP/016
			2d	Management of Tuberculosis	S4K/SOP/COP/029
2.4	Management of Haze and Heat Stress	**By August**	4a	Centre Closure due to Haze	S4K/SOP/COP/006
			4b	Management of Haze	S4K/SOP/COP/007
			5a	Managing Heat Stress	S4K/SOP/COP/063
2.5	Food Handling and Catering Procedures	**By August**	6a	Handling and Preparing Food	S4K/SOP/SMA/007
			8a	Ordering Catered Food	S4K/SOP/SMA/018
			8b	Guidelines in Handling Food during Celebrations and Centre Events	S4K/SOP/COP/046
1.8	Guidelines on Staff and the Use of Cutting Tools	**By September**	9a	Guideline on Appropriate Use and Selection of Scissors and Knives for Children	S4K/SOP/CMA/037
			12a	Male Employee Working in Childcare Centre	S4K/SOP/SMA/022
4.1	Parent Communication and Feedback Management	**By September**	1a	Handling Parent's Feedback (Complaint)	S4K/SOP/COP/044
			1b	Communication with Parents	S4K/SOP/COM/002
			1c	Guideline for Newsletter Circulation	S4K/SOP/COM/010

Legend:
SOPs for Safety
SOPs for Health & Hygiene
SOPs for Management of Children and Infants
SOPs for Collaborative Partnerships with Families