

# Nambucca Valley Family Day Care

## CHILDREN’S BELONGINGS POLICY

We acknowledge that at times, children will bring or carry certain personal belongings to their place of care and as such, it is important to clarify responsibilities, and ensure items brought to any of our Nambucca Valley Family Day Care (NVFDC) Services are safe and appropriate. This policy therefore outlines the types of belongings that children may bring with them on a regular basis and the level of associated responsibility.

### NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY |  |  |
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| 2.2  | Safety                                       | Each child is protected.   |
| 2.2.1  | Supervision                                  | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.                                |
| QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN  |  |  |
| 5.1  | Relationships between educators and children | Respectful and equitable relationships are maintained with each child.   |
| 5.1.1  | Positive educator to child interactions      | Responsive and meaningful interactions build trusting relationships, which engage and support each child to feel secure, confident and included. |
| 5.1.2  | Dignity and rights of the child              | The dignity and rights of every child are maintained.  |

| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS |   |
|--|---|
| 155  | Interactions with children                                    |
| 156  | Interactions in groups  |
| 168  | Education and care services must have policies and procedures |

### RELATED POLICIES

|   |   |
|---|---|
| Dealing with Complaints Policy<br>Enrolment Policy<br>Family Communication Policy<br>Orientation of New Families Policy | Respect for children<br>Safe Use of Digital Technologies and Online Environments Policy |
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## PURPOSE

To ensure families and educators are aware of their responsibility regarding children's belonging including keeping them safe.

## SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Coordinators, educators, educator assistants, students, families, children, volunteers and visitors of NVFDC Services.

## IMPLEMENTATION

It can be distressing for children to misplace their toys from home whilst attending an education and care service. At times, toys brought from home can also cause conflict between children at NVFDC Services. Children often want to share or show other children or educators their special items from home, however, these 'treasures' may be inadvertently broken or lost. To save the upset and heartache, parents/families are requested to *encourage children to leave their toys at home*, unless they are essential to a child's emotional wellbeing and/or sense of belonging (security items). NVFDC educators have numerous stimulating and challenging toys and resources catering to children's interests available to play with each day in each residence or venue.

Children enrolled at NVFDC are not permitted to bring electronic devices to the NVFDC Service, unless an exception has been discussed with the Approved Provider or Nominated Supervisor where the device may be required to support a diagnosed medical condition or disability. If a child brings an electronic device to the NVFDC Service, it will be switched off and stored in a locked cupboard.

## THE APPROVED PROVIDER, NOMINATED SUPERVISOR, COORDINATOR, FAMILY DAY CARE EDUCATORS AND EDUCATOR ASSISTANTS WILL:

- Allow children to bring personal belongings for news, including special items from gifts, holiday souvenirs, or items relating to a current interest-provided parents /guardians approve these items to be brought to the FDC Service and are considered safe for all children to hold or view
- Facilitate opportunities for children to participate in news as a way to encourage children to talk about their special toy or personal belonging during group time. This practice encourages:
  - children's social development

- the development of language skills- assisting children to verbalise thoughts, fears, and feelings
- the cultural and social understandings of all children involved in group time activities and
- opportunity for development of special interests for the group
- Store children's items in a safe place throughout the day, retrieving them for news time, and then returning them to safety
- Remind parents, that if they choose to leave belongings at the Service during the day, it is completely at their own risk, NVFDC does not take responsibility for any damaged, lost or stolen items
- Reiterate our policy, that if personal belongings are particularly valuable, fragile, or hold irreplaceable emotional value, it is recommended that the child bring in the item, show it to friends and educator, and then have the parent take it with them. This allows for the child to share the excitement and experience without the risk of loss or damage
- Provide appropriate storage for lost property that will be available to children and families
- manage any grievances or concerns related to lost, damaged, or stolen property of the children in accordance with the *Dealing with Complaints Policy and Procedure*
- Ensure that personal belongings are returned to the correct family
- Allow children to wear dress-up clothes to the NVFDC Service, however, they will need to be appropriately attired for safe play and meet sun safe requirements
- Seek family assistance in preventing their children bringing accessories or violent toys from home such as guns, knives, swords, or other weaponry. Such items can encourage violent play and may present a danger to the child and others within our child care environment. Any such toys will be removed from the child immediately and placed in the reception area/front entry for parental collection at the end of the day.
- Actively encourage children to care for their belongings by:
  - reminding children when belongings need to be placed in storage. For example, lunch box into bag
  - providing suitable storage to keep belongings safe
  - negotiating a secure and safe position with families for any item or personal belonging that is either special, expensive, or at risk of being damaged but is nevertheless being left at the residence or approved venue
- Inform families of appropriate personal belongings required at the NVFDC Service each day in the Service Handbook, with reminders published periodically in newsletters

- Encourage families to check their child's bag to ensure *no inappropriate personal belongings* are accidentally brought from home or left in their child's bag including:
  - medication
  - lotions or creams
  - plastic bags
  - items with button cell batteries or batteries in general
  - sharp items such as scissors or inappropriate items/items intended for use outside the Service
  - any other item that may be considered dangerous to other children in the NVFDC Service.

**Please note:** Items deemed dangerous or inappropriate will be reported to the Nominated Supervisor using an incident form and further action may be taken.

#### FAMILIES WILL:

- be responsible for providing the child with appropriate belongings and property required for active participation in all activities and experiences. This property may include (but is not limited to):
  - enclosed footwear
  - weather appropriate clothing
  - sun safe clothing
  - wide brim hat
  - suitable school bag (backpack)
  - container/flask for water
  - appropriate food and lunch box
- Ensure all personal property and belongings are *clearly named or labelled* or have been shown to the NVFDC educator upon arrival if labelling is not possible
- Check children's bags before arriving at the NVFDC Service to ensure their child's bag does not contain unsafe items for an education and care Service.

#### COMFORT TOYS/SECURITY ITEMS

Many children have a 'security' item that soothes them and helps them to cope throughout a busy day. Security items may include things such as a special blanket, dummy, soft toy, or even a strip of satin ribbon from a blanket etc.

We recommend that if children have a comfort toy or security item that it is labelled (if possible) and brought to the NVFDC Service each day. When not required or in use we will ensure that it has a designated storage space that is known to the child.

Parents are encouraged to regularly discuss the use of comfort toys/security items with their NVFDC educator as their child’s needs change.

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Children’s Belongings Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or incidents related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

## SOURCES

Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations](#). (Amended 2025)

*Privacy Act 1988*.

## REVIEW

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|--------------------|---|----------------------|--------------------|
| POLICY REVIEWED BY | Tella Markham   | Nominated Supervisor | Draft – 28/12/2025 |
| POLICY REVIEWED    | JANUARY 2026  | NEXT REVIEW DATE     | JANUARY 2027       |
| VERSION NUMBER     | V26.1   |                      |                    |
| MODIFICATIONS      | <ul style="list-style-type: none"> <li>• annual policy review</li> <li>• no major changes to policy</li> <li>• sources updated as required</li> </ul> |                      |                    |
| POLICY REVIEWED    | PREVIOUS MODIFICATIONS  | NEXT REVIEW DATE     |                    |
| DECEMBER 2024      | <ul style="list-style-type: none"> <li>• annual policy review</li> <li>• minor edits</li> <li>• sources updated as required</li> </ul>                | DECEMBER 2025        |                    |

