

PROVIDING A CHILD SAFE ENVIRONMENT POLICY



Policy statement

All children have the right to access a safe environment with educators who promote, uphold and advocate for children's health, safety, security and wellbeing. This Policy outlines the roles and responsibilities of all stakeholders in maintaining a safe and suitable environment for children and adults at the Service.

Strategies and practices

- The *Providing a Child Safe Environment Policy* is available to families upon enrolment and staff upon induction.
- The Service's building, facilities, furniture and equipment meet legislative requirements and those of all relevant national and state regulatory bodies, local council, and the Building Code of Australia.
- Play equipment has been installed strictly according to manufacturers' recommendations. All fixed equipment meets the Australian/New Zealand Safety Standards and is well maintained.
- All toys meet Australian Safety Standards, are age appropriate and are well maintained.
- The Approved Provider is emailed with any maintenance issues that are required and these are also discussed at monthly Approved Provider meetings. Appropriate action is taken in order to maintain resources, equipment and furniture.
- Educators complete a Daily Tasks Checklist before the Service opens to ensure the environment is safe for children. Educators also complete a Daily Tasks Checklist when the service closes to ensure that all tasks have been completed, all children have been signed out, there is no one left in the building and the service is ready to be locked.
- Should any matter requiring immediate attention be identified during the educators' checks, educators will fix, remove or isolate the hazard and notify the Nominated Supervisor or Responsible Person immediately. This hazard will be dealt with appropriately and information will then be communicated to the Approved Provider via phone, email and at the monthly meetings.
- Staff ensure that the Service is safe, clean and well maintained, documenting cleaning carried out on the Cleaning Schedule – Playrooms and Bathrooms daily.
- All equipment (e.g. cots, highchairs, prams) used by children is regularly cleaned and serviced.
- Contract cleaners are employed to clean the service on a daily basis and have a schedule of tasks to complete.
- Children are not required to wear shoes when in the outdoor play spaces; however, at times they may be encouraged to do so if surface temperatures appear hot.
- Educators move equipment according to the weather and temperature to ensure children's safety. For example, mats will be moved into the shade as it moves through the yard.
- Educators follow the emergency policy and procedures if a hazard is identified during operating hours.
- Families are required to maintain supervision of their child/ren until they hand their child over to an educator upon drop off and once collected from an educator when leaving the service. Siblings who do not attend the service but attend the service to drop off/collect their sibling must, remain with parent/authorised contact at all times.
- Families must never leave children in their cars or in the car park while they are inside the service.
- The services outdoor play spaces are adequately shaded. Each room of the service has access to a large verandah which can be used as additional shade as well as a space to play when it is raining.

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- Sufficient numbers of educators are employed to ensure adequate supervision of children at all times. Rosters are managed to ensure that children have access to familiar educators and so that a safe environment can be provided.
- The service ensures that screening and suitability of staff and volunteers is conducted prior to employment/engagement at the service. All staff students and volunteers must hold working with children checks and the service verifies the status of these checks before commencement at the service. A record of these checks and their expiry dates are kept on each educator, student and volunteers file and in the staff record folder.
- All educators at the service are Mandatory Reporters and will follow the services Child Protection Policy if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concern about the safety, welfare or wellbeing of a child or young person.
- Every staff member at the service holds or is enrolled to complete first aid, anaphylaxis and asthma management qualifications. The Service maintains an up-to-date record of these qualifications and ensures that they are renewed before their expiry date.
- All educators, students and volunteers are provided with a thorough induction and orientation to the service, ensuring that they are familiar with policies, procedures and the importance of maintaining children's safety at all times.
- Educators must follow the Services Arrival and Departure of children policy to ensure that the only people that are collecting children from the service are those who are listed as authorised collection contacts in the child's enrolment record or those that have been given proper written permission from an authorised contact.

References

- *Education and Care Services National Regulations*
- *Guide to the National Quality Framework*
- *Education and Care Services National Law*
- Australian Child Care Alliance NSW –
<https://nsw.childcarealliance.org.au/members/policies-required-under-regulation-168>

Policy review

The Service encourages staff and parents to be actively involved in the review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities, where necessary, as part of the review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Attachment 1

LAEL Cleaning Scope of Works

Monday/Tuesday/Wednesday/Thursday/Friday – Indoors

- Door handles, light & fan switches wiped – all rooms
- Bench tops, inks, taps cleaned – all rooms
- Indoor windows in 4 x playrooms – sill & glass
- Vacuum mats, carpets and floors – whole centre
- Mop floors – rinse mop head and bucket after use – all rooms
- Clean all toilets – including staff and disabled
- Foyer glass door

Monday/Tuesday/Wednesday/Thursday/Friday – Outdoors

- Bubblers cleaned
- Windows as needed

Weekly – Indoors

- Phones & Intercom bases and handsets wiped – all rooms

Weekly – Outdoors

- Green Council Bin – cleaned inside and out (out Tuesday night for collection Wednesday)

As needed – Indoors

- Fan blades wiped – all rooms
- Indoor windows – all other rooms
- Cobwebbing indoors – all rooms

As needed – Outdoors

- Cobwebbing outdoors – building
- Sweeping/hosing pathways & car park area
- Ezy Waste bins x 2

NOTE: NO SMOKING ON SITE INCLUDING CAR PARK

Require a copy of all MSD sheets for the chemicals used for approval for safety around children.