



## **PROVIDING A CHILD SAFE ENVIRONMENT POLICY**

### **POLICY STATEMENT**

Clovelly out of School Care provides an environment that ensures the safety, health and wellbeing of all children. Educators will ensure the premises and equipment, adhere to safe practices and operate in line with legislative requirements relating to child protective practices and the education and care services National Regulations and Law. Educators and management are aware of their legal responsibility as Mandatory Reporters to take action to protect and support children that they suspect may be at significant risk of harm. Educators will ensure that children are adequately supervised at all times and that every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury or trauma.

### **PROCEDURE**

#### **Security**

- \_\_\_ The Nominated Supervisor and select senior staff that act as the 'Responsible person in day to day charge of the service' will be allocated a set of centre keys to access the building and equipment areas.
- \_\_\_ A key register will be maintained that indicates the person's receipt of the key, date received, and date returned on completion of employment. The service will also adhere to the key registry requirements of Clovelly Public School for allocated gate keys.
- \_\_\_ All important documents will be kept in a lockable place and access will only be permitted by Management, the Director and the leadership team.
- \_\_\_ Educators will ensure that the building is left in a secure manner before leaving and all windows, cupboards, and other relevant areas are locked. All heating and lighting is off and all doors properly secured. All school buildings accessed by the service must also be secure and alarmed. All School gates must be locked upon leaving.
- \_\_\_ Educators will inform the police and the director as soon as possible if there has been a break in to the service of any kind.
- \_\_\_ Educators will remain at the service until the police arrive or inform them of what to do.

#### **Building, equipment and maintenance**

- Equipment will be chosen to meet the children's developmental needs and interests. There will be sufficient access to furniture, materials and developmentally appropriate equipment suitable for the education and care for each child.
- Service premises and all equipment and furniture will be maintained in a safe, clean condition and in good repair at all times.
- Children will be provided with adequate, developmentally and age-appropriate toilet, washing and drying facilities. These will enable safe use and convenient access by children. Junior toilets within the school grounds are the main toilets the service accesses. In the case of restricted access or closure the senior toilets in the north playground will be open and monitored.
- There must be no damaged plugs, sockets, power cords or extension cords.
- All plug sockets shall be maintained as child safe.
- Electrical appliances shall be in good working order.



- Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.
- The service and equipment will be regularly checked to ensure that they are in a good and safe condition, comply with relevant Australian Standards and have appropriate soft-fall surfacing maintained or reported to the school for any hazards.
- Equipment will be regularly washed and cleaned.
- Recycled craft materials should be checked for potential hazards.
- Educators should ensure safe handling of all tools if used as part of any activity.
- Families will be encouraged to notify educators of any safety issues they observe.
- Anything that requires maintenance is to be reported to the Nominated Supervisor as soon as possible.
- Faulty equipment should be removed or protection placed around any dangerous building, renovated, or hazardous sites.
- Maintenance sheets will be kept that records any maintenance that needs to be addressed.
- The maintenance sheet will record;
  - o Type of problem.
  - o Date that it was observed.
  - o Who notified the Nominated Supervisor and when?
  - o What was done to rectify the problem?
  - o Date repaired.
  - o Tradesperson employed to repair the problem or if it was reported to the school for action.
- Non-urgent repairs will be recorded in the maintenance checklist folder. The Nominated Supervisor will note this in their report and bring it to the attention of management at the next meeting. The Nominated Supervisor will organise to rectify the problem if it is within the centre premises or report it to the school to be actioned by the DET.
- For major repairs, management will review and make a decision on a further course of action.
- Maintenance reviews will be done as part of the Nominated Supervisor's report at each meeting.
- It is the responsibility of management, once a problem has been raised, to ensure that it is rectified in the most efficient manner and that the service is safe for educators and families.
- Should the service be considered unsafe or as being a health risk, then the service will be closed, after notice has been given to all relevant parties, until the problem has been rectified.
- The service will have an appropriate number of first aid kits that are suitable to the ages and needs of the children attending. The first aid kit will be well stocked and be easily recognised and accessible at all times.
- The services emergency backpack will be up to date with equipment, including first aid kit and accessible at all times in case of an evacuation or lockdown.

### Storage

- \_\_\_ A storage system should be devised that ensures easy access and un-cluttered storage of all equipment.
- \_\_\_ Storage areas will be cleaned and tidied as necessary.
- \_\_\_ Play equipment and toys should be easily accessible to all children during the operating hours of the service.
- \_\_\_ Children will show respect for the equipment and are expected to pack equipment away that they have used to avoid trip hazards.
- \_\_\_ All equipment is to be neatly packed away at the end of each session.
- \_\_\_ Craft equipment will be stored in a separate area, children should ask permission before accessing any craft materials such as paint, glue etc
- All craft equipment is to be properly washed and cleaned before storage. A separate storage area will be available for sporting and large outdoor equipment to prevent clutter.
- All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous



substances, tools, toiletries, first aid equipment, and medications should be stored in the designated secured area which is inaccessible to the children. Educators are responsible to ensure that these areas remain secure and that they do not inadvertently provide access to these items.

- Educators and management will ensure that all family records are kept in a nominated secure place, ensuring that records are kept confidential and not left accessible to others during the course of the daily operations.

#### Ventilation, temperature and natural light

- All heating and cooling systems will be of good quality and checked regularly to ensure safety and reliability.
- Should educators, children or families complain about the temperature in the service not being at a comfortable level, this matter will be drawn to the attention of management and steps will be made to address the problem.
- Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening and protection from bugs and insects.
- Where activities involve toxic materials such as paints and glues, educators are to ensure there is adequate ventilation before undertaking the activity.
- Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.
- In areas made available for children's homework or other fine detail, natural light will be made available where possible and good overhead lighting provided.
- Adequate light will be maintained both indoors and outdoors. A security light will be placed at the entrance to the service that clearly provides unobstructed view of the door and surrounding areas.
- Outdoor lighting will be suitable so that families, educators and children can enter and exit the building without any unsafe dark areas.

#### Pest control

- Equipment and food items will be properly stored.
- Kitchen, food preparation areas and storage will be cleaned and maintained daily.
- All areas will be checked daily for any signs of pests or vermin.
- Should any pests or vermin be identified then action should be taken to rid the service of the problem by:
  - Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products.
  - Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children.
  - Other methods such as the employment of a pest control company if deemed necessary by management where the above methods have failed.
- If urgent, the Nominated Supervisor may obtain a contractor to address the problem.
- If non-urgent, the Nominated Supervisor will bring the problem to the attention of management in their report and management will decide on the appropriate course of action.
- Any use of chemical products should only be conducted outside the hours of the children and educators' presence in the building.
- All action will be taken to remove the children, educators, families and visitors from the environment for as long as is safe and viable.

#### Managing the indoor and outdoor Environment

##### *Indoor environment:*

- The services indoor environment will be smoke free and 'no smoking' notices will be prominently displayed.



- The Nominated Supervisor will only enrol the number of children in the service, which can comfortably fit into the building space and in accordance with the National Regulations.
- Where children are indoors for long periods of time due to weather conditions, special activities will be planned and other areas sought to disperse the group.
- The indoor area is to be set up to allow children to participate in a variety of activities with easy access to equipment. Drawing paper and other materials will be made available to the children at all times.
- Easy access to areas should be maintained by making clear easily definable passageways and walkways through the building.
- All items obstructing areas are to be removed and placed in the correct storage areas.
- Areas must be set up to ensure that proper supervision can be maintained at all times.
- Access to the outdoor environment should be clear and easily accessible by the children and educators.

*Outdoor environment:*

- The outdoor environment provides each child with at least 7 square metres of unencumbered outdoor space in compliance with National Regulations.
- The outdoor environment will be smoke free and where possible, 'no smoking' notices will be prominently displayed.
- The outdoor space will be inspected daily for any obstacles or dangerous items and the hazard check will be recorded and reported to the appropriate persons.
- Any hazardous items will be disposed of in a safe and careful manner prior to the children playing in the area.
- Educators will identify potential hazards and adapt the program accordingly to ensure children's health and safety such as leaf debris in the playground and falling branches on windy days.
- The outdoor space will be set up in a variety of ways to encourage participation.
- Areas will be made available where children can play in large or small groups or by themselves.
- Supervision should be properly maintained. Children are only to play in areas that are clearly visible to educators, and where child/educator ratios are maintained.
- Clear boundaries shall be set and enforced. Children must not play beyond the red line as designated by the school as being out of bounds, unless accompanied by an educator for a specific activity.
- When it is necessary to go outside the boundaries or line of supervision, an educator must accompany the children.

## **RELEVANT DOCUMENTS FOR CONSIDERATION**

Education and Care Services National Regulations

National Quality Standards

NSW Children and Young Person's (Care and Protection) Act 1998

NSW Child Protection Interagency Guidelines (2006)

Legislation Amendment (Wood Inquiry Recommendations) Act 2009 No 13

My Time, Our Place.



| Version number | Date effective | Description of amendment                                                                       |
|----------------|----------------|------------------------------------------------------------------------------------------------|
| 1              | March 2016     | Changes to procedure                                                                           |
| 2              | April 2017     | No Changes                                                                                     |
| 3              | May 2020       | Changes to wording in accordance with the changes to the National Regulations and COOSC policy |

**Considered and accepted by the Management Committee (representative) –**

**Considered and accepted by the staff (representative) –** Katrina Thomas