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## 2.3 Child-Safe Environment Policy

### QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

#### Aim

To keep the centre free of environmental hazards and prevent accident and injury to all children, staff and any others who may be in the centre or its grounds.

#### BACKGROUND

Child health and safety is an essential part of children's growth and development and requires policies and procedures in place to ensure a high standard of safety and minimize accidents and injuries within the preschool environment.

#### SCOPE

This policy applies to all staff, volunteers, families and partners working with Bellinggen Preschool Inc.

#### REVELANT LEGISLATION

- Children (Education and Care Services National Law Application) Act 2012
- Education and Care Services National Regulations 2011

#### LINKS TO NATIONAL QUALITY STANDARD:

- 2.1 Each child's health and physical activity is supported and promoted
- 2.2.1 At all times reasonable precautions and adequate supervision ensure children are protected from harm and hazard
- 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
- 2.2.3 Management, educators, and staff members are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

#### KEY RESOURCES:

- Staying Healthy in Childcare – Preventing Infectious Disease in Child Care 4<sup>th</sup> edition
- Health and Safety in Children's Centres: Model Policies and Practices, 2003
- [www.kidsafensw.org](http://www.kidsafensw.org)

#### PRACTICES

## **General Safety**

- All areas of the preschool and premises will be maintained in a clean and tidy manner.
- Pathways and floor spaces where appropriate will be kept clear and safe from tripping hazards.
- Educators will discuss dangerous situations, dangerous substances and items and safety practices with the children regularly. This will be reflected in the educational program across the curriculum.
- Educators will post simple warning signs around the centre where potentially dangerous substances or items are stored.
- All hot water taps will be temperature controlled to deliver water 43.5 degrees Celsius or below to prevent scalding.
- Children will not have access to water play activities unless under supervision by educators. Equipment used in water activities e.g. buckets and water trough will be emptied after use and safely secured indoors so as not to be a catchment for water (drowning hazard). During the day, when children are not using the water trough, it will be kept covered.
- Children will be supervised at all times, in accordance with the licensing conditions on educators/child ratios. Educators engaged in other tasks will not be required to supervise children simultaneously.
- Educators will be aware of the need to place themselves in positions which allow good supervision of the play areas and children.
- Children will not be permitted to play on fences or gates, play with locks on gates, or throw sand or water.
- No child will be allowed to leave the premises without an authorised adult.
- Children will not be allowed in the following areas unless supervised by an educator; office, kitchen, top store room, outdoor store room (shed), the outdoor garbage and refuse area.
- Workplace, Health and Safety (WHS) is discussed at both staff and Management Committee meetings when required.
- Daily Indoor and Outdoor Safety Check lists are completed by educators who set up the environment. Further internal and external safety check are carried out twice per term.
- All educators are required to have approved up to date First Aid, Asthma and Anaphylaxis training. This training is paid for by the preschool. There will always be at least one educator on site with current approved first aid qualifications.

## **Electrical Safety and Fire Hazards**

- Electrical outlets (power points) will be of a suitable approved safety type, located out of reach of children if possible or will be covered with safety caps. When not in use all power points will be covered with safety caps.
- Electrical appliances and cords will be kept out of reach of children unless under direct supervision by an educator.
- There will be an approved electrical cut off switch installed at the premises, to break the electrical circuit instantly if a person touches any live electrical source.
- Approved fire extinguishers in good working order will be located throughout the premises.
- There will be an approved fire blanket located in the kitchen.
- Smoke detectors will be installed by a professional tradesman and linked to the electrical system.

- No smoking, consumption of alcohol or drugs will be allowed on the premises at any time.
- Water hoses will be stored appropriately each day.
- All educators will be informed of emergency exits and evacuation procedures. Evacuation drills will be practiced regularly as required by child care regulations.
- All electrical equipment will be checked regularly to see if it is in good condition e.g. extension cords, appliances, compact disc players, Smart Board, computers, photo copier, phone, vacuum, blow/vacuum, air-conditioning. If electrical equipment is damaged it will be repaired or replaced.
- Double adaptors will only be used in power points which are inaccessible to children.
- Heaters and fans will be kept out of reach of children. The main source of heating and cooling at the premises will be air conditioning.
- The kitchen area will be out of bounds to children unless under direct supervision of an educator. Doors to the office/kitchen area will be kept locked at all times so children do not have access to it.

### ***Storage of dangerous substances and items***

The centre will have appropriate, secure and child safe storage facilities for:

- Medications
- First aid equipment
- Cleaning and other harmful chemicals
- Harmful instruments and implements e.g. gardening tools, work tools, knives, sharp objects, adult scissors, matches and lighters.
- The storage facilities will be appropriate for the items e.g. stored out of a child's reach and height, made secure by a lock and key mechanism, with the key stored away from the lock in a place inaccessible to a child, or by the use of an approved child safety latch.
- Cleaning materials will not be stored with food products.
- All areas where chemicals and solvents are used will be well ventilated.
- The Management Committee and Director will make available adequate information about any substance used in the centre, to ensure that the substance will be safe and without risk to health when properly used.
- When using any chemical substance educators will;
  - Follow the manufacturer's directions for use, storage and first aid instructions on the label.
  - Use the approved personal protective clothing equipment such as gloves, aprons, goggles, masks, etc when using chemicals.
  - Ensure all chemicals which are stored or decanted are labeled with description of contents, hazards and precautions for use, ensuring that any new container is suitable for the type of chemical being stored in a locked cupboard labeled "Hazardous Materials"
  - Never store chemicals in soft drink bottles, or other food or drink containers.

### ***Building, Furniture, Fittings, Fencing and Gates***

- The building will be maintained in good working order by the preschool.

- Fencing and gates at the centre will be maintained in good condition and will meet the requirements set down by child care regulations and Australian Standards. They will be checked regularly for splinters, sharp edges, protruding or loose screws or bolts.
- Gates will be fitted with approved child safe self-closing mechanisms.
- The centre will be kept clean and tidy. Floors will be smooth and even with non slip surfaces. Paint on walls will be maintained in a reasonable and safe condition to ensure children have no access to old paint.
- Glazed areas accessible to children will meet Australian Standards and will meet the requirements set down by the child care regulations.
- Furniture and fittings will be kept in good condition, and documented in a cleaning schedule, will be suitable for the age group of the children using it e.g. the height and size of tables, chairs, shelving, toilets, and basins.
- Shelving or cupboards will be secure or will have secure castors. Table tops will have rounded corners.
- Furniture and equipment will be placed in safe positions, not blocking walkways or posing tripping hazards and not placed near windows or glass.
- Furniture will be checked regularly for possible safety hazards. If found, it will be withdrawn from use till repaired.

### **Toys and Equipment**

- Equipment purchased will be checked for safety.
- Toys and equipment will be in good condition and clean and will be appropriate to the age and development of the children.
- Damaged or broken toys and equipment will be repaired or replaced when they are found or will be withdrawn from use till they are repaired.
- Toys and equipment will be cleaned regularly with water, detergent and disinfectant.
- Toys and equipment will be put away when not in use.
- Any toy or equipment purchased will be used to encourage non violent play.
- All art and craft materials purchased will be non toxic.
- Potentially dangerous items used with the children e.g. knives for cooking experiences will be supervised by educators during activities. Items will be removed from activity areas when not in use and stored appropriately.
- All outdoor equipment will comply with current Australian Standards and the child care regulations.
- When setting up the playground environment educators members will be aware of; soft fall surfaces under and around equipment, the height from which a child can fall, the size of the equipment, the age and development of the children, the need to check for sharp or rough edges, holes or areas that can trap body parts, the need to maintain equipment in good order, safe positioning on even surfaces, securely anchored, and not too close to other equipment or movement pathways.
- Adequate shade areas will be provided through shade sails, large trees and awnings.
- The sand area will be cleaned and raked regularly. The sand area will be covered when not in use.
- Poisonous or toxic plants will be removed from the centre or made inaccessible to children when found.

The preschool premises will be sprayed 6 monthly by a professional pest controller (cockroaches, spiders, etc). This will be done during a vacation period.

## **Road Safety**

- Parents will be encouraged to;
  - Help remove their child from the car and monitor them at all times.
  - Always hold their child's hand when in the carpark.
  - Drive within the speed limit for this area and the roads surrounding the preschool and to watch for pedestrians.
  - Always use approved child restraints when traveling in cars.

## **Other Policies**

Bellingen Preschool is committed to creating and maintaining a safe environment for children, staff and others who visit our service. We have many policies that relate to this objective. Further information about our safety practices and procedures can be found within these related policies.

- Staffing Recruitment
- Infection Control
- Cleaning
- Infectious Diseases
- Exclusions for infectious diseases and acutely ill children
- Notification procedures in infectious disease cases
- Immunisations
- Administering medications
- Managing a child with an acute fever
- Managing children with asthma
- Managing children with diabetes
- Managing children with food allergies and anaphylaxis
- Reducing the risk of severe allergies and anaphylaxis
- First aid
- Incident, Injury, Trauma and Illness
  - Authority for emergency treatment
- Fire and emergency evacuation procedure
- Lockdown
- Supervision of Children
- Indoor safety checklist
- Arrivals and Departure
- Contact between children, pets and animals
- Outdoor safety checklist
- Sun smart
- Water safety
- Building maintenance checklist
- Storage of chemicals, substances and equipment
- Travel and excursions
- Child protection practices
- Emergencies and Critical Incidents

**Policy Reviewed March 2016**

**Policy Reviewed July 2018**

Date endorsed 18<sup>th</sup> July 2018 Date to be reviewed July 2021