



## Child Safe Environment Policy

### Relevant Legislation

Work Health and Safety Act 2011 to be read in conjunction with the Work Health and Safety Regulation 2012.

Education and Care Services National Regulations: s 165 and S 167 and R 168.

Children (Education and Care Services National Law Application) Act 2010.

National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 2.3

### Introduction

All children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety and well-being. Principles of inclusion, confidentiality and ethical conduct provide a framework for this policy. A proactive approach to harm minimisation guides our planning for a child safe environment.

This policy will be read in conjunction with our Child Protection Policy and Incidents, Injury, Trauma and illness Policy

### Policy Goals

We have duty of care to:

- ❖ Ensure that children are adequately supervised at all times;
- ❖ Organise rooms and environments to minimise risks to children;
- ❖ Monitor and minimise hazards and safety risks in the environment;
- ❖ Implement our ***Child Protection*** and our ***Incidents, Injury, Trauma, Illness Policies in conjunction with this policy***;
- ❖ Take every reasonable precaution to protect children being educated and cared for by our preschool from harm and from any hazard likely to cause injury

## Strategies: What will we do?

### Supervision

#### The Approved Provider will:

- Ensure that sufficient numbers of educators are employed to ensure adequate supervision of children at all times; and
- Adopt policies and procedures to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

#### The Nominated Supervisor will:

- Draw up rosters to ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements and to ensure adequate supervision of children at all times;
- Engage casual staff as appropriate;
- Ensure staff are aware of the need for adequate supervision of children at all times. The importance of supervision is part of our Induction and Orientation Procedures for all new staff, volunteers and students.
- Ensure staff are aware policies and procedures to protect children from harm and hazard.

#### Educators will:

- Adequately supervise children within their room/group at all times; and
- Inform the Nominated Supervisor whenever supervision is inadequate within their room to ensure the health and safety of all children.

### Organisation of Rooms and Environments

#### The Approved Provider will:

- Ensure budgets to allow for the replacement of worn and damaged equipment and resources which may provide safety risk for children; and
- Ensure budgets to allow the adequate maintenance of all indoor and outdoor environments.

#### The Nominated Supervisor will:

- Organise rooms and groupings to enable adequate supervision of children.
- Organise repairs and maintenance to equipment and environments in a timely manner.

#### Educators and staff will:

- Organise indoor and outdoor spaces to ensure risks to the health and safety are minimised; and
- Inform the Nominated Supervisor of repairs and maintenance needed within the service to ensure the health and safety of children.

## Risk Assessment

### The Nominated Supervisor will:

- Conduct a risk assessment of the service environment on a quarterly basis to determine any risks to children's health and safety;
- Analyse and evaluate the risks associated with identified hazards;
- Determine appropriate ways to eliminate or control identified hazards; and
- Review risk assessments after any serious incident report is made to the Department of Education and Communities.

### Educators and staff will:

- Report any risks or hazards within the service to the Nominated Supervisor as soon as possible.

## Child Protection

The Approved Provider, Nominated Supervisor and Educators and Staff will comply with the requirements of the service's child protection policy to ensure the minimisation of children's risk to harm.

## Evaluation

Children are healthy and safe at our service and the number of serious health and safety incidents is reduced over time

### Procedures and Forms

- Attendance record
- WH&S Annual Maintenance Checklist
- WH&S Daily Hazard Management Checklist
- WH&S Annual Inspection.
- Attendance record
- Emergency Contact numbers Displayed
- Procedure for a child Transported to hospital displayed.
- WH&S Risk Assessments for Potential Emergency situations (on file)
- WH&S Risk Assessment for the physical environment (on File)
- Enrolment Form
- Enrolment Handbook

### Links to other Policies

- Child protection
- Incidents, Injury, Trauma and Illness Policy
- First Aid Policy
- Confidentiality and Privacy policy
- Enrolment and Orientation
- Excursions
- Grievances and Complaints Policy

- Health Hygiene and Infection Control
- Medication and Medical Conditions
- Guiding Children’s Behaviour Policy
- Staff Induction Policy
- Staff Appraisal Policy
- Staff Immunisation Policy
- Interaction with Children Policy
- Arrivals and Departures Policy
- First Aid Policy
- Emergency Procedures Policy
- Sun Protection Policy
- Water Safety Policy
- Incident, Injury, Trauma, Illness Policy
- Work Health and Safety Policy
- Nutrition Policy
- Staff ,Student, Volunteer Induction Policy

## Sources and References

DEEWR child Care Services Handbook 2011-2012. (Department of Education, Employment and Workplace Relations). Website : [www.deewr.gov.au](http://www.deewr.gov.au)

Tathra Preschool Enrolment Handbook.

Privacy Law. Access website [www.privacy.gov.au/law](http://www.privacy.gov.au/law)

UNICEF (n.d) fact sheet: A summary of the rights of the child under the Convention on the Rights of the child (March 2011). [www.unicef.org](http://www.unicef.org)

Early Childhood Australia (ECA). Code of Ethics. Access website: [www.earlychildhoodaustralia.or.au/codeofethics](http://www.earlychildhoodaustralia.or.au/codeofethics)

DEEWR (2009). Belonging Being and Becoming: The Early Years Learning Framework for Australia. [www.deewr.gov.au](http://www.deewr.gov.au).

ECA Code of Ethics (2006)

Community child Care Co-operative : NQF in a Box: [www.cccnsw.org.au](http://www.cccnsw.org.au)

National PSC Alliance : [www.pscalliance.org.au](http://www.pscalliance.org.au)

## Date Adopted

December 2012

## Review Date

2017 Updated  
2021 or when procedure,  
practice or legislation changes