

Child Safe Environment Policy

QUALITY AREA 2 children's health & safety & 7 management

RATIONALE

The provision of a child-safe environment, where children are protected from known dangers and identified hazards, fosters independent, creative play with minimal intervention. The provision and continuation of a child safe environment requires vigilant preparation, organisation and planning of the particular child care setting. An appropriate understanding and knowledge of hazard identification and preventative strategies is crucial in maximising the safety of the children in care. Konomi kindergarten will develop related policies, procedures and checklists to support staff to ensure safe environment for the children. These policies are including building maintenance, & contractor's agreement, cleaning, supervision, storage of dangerous products, fire safety and child protection.

[Statutory Legislation & Considerations](#)

- ❖ Children (Education and Care Services National Law Application) Act 2010
- ❖ Education and Care Services National Regulations 2011, (168-2-h)
- ❖ Link to Standard 2.3, 7.1

Aim

Konomi Kindergarten will provide a child safe environment for its children. We will protect children from potential harm and to ensure protective strategies are followed.

Who is affected by this policy?

Child

Educators

Family

Volunteers

Students

Management

Implementation

Konomi Kindergarten is committed to the safety and wellbeing of children who access our services. We support the rights of children in our community and will act without hesitation to ensure a safe environment is maintained at all times.

We also support the rights of our staff encourage their active participation in building and maintaining a secure environment for all children

Konomi Kindergarten has developed a series of individual policies that reflect the nature of providing a child safe environment.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Below is a listed of related policies available in this service

- Our Service Philosophy
- Dental Accidents Policy
- Emergency and Evacuation Procedures Policy
- **Equipment Policy**
- **Hazardous Plants Policy**
- Indoor Safety Checklist
- **Lockdown Policy**
- Maintenance of Buildings Policy
- Minimising the use of Toxic Products and Other Potentially Dangerous **Products Policy**

- Outdoor Safety Checklist
- Road Safety Policy
- Sandpit Policy
- Use and Storage of Dangerous Goods Policy
- Water Safety Policy
- Work Health and Safety Policy.
- Accident and Illness Prevention Policy
- Asthma Policy
- Child and Educators/Staff Immunisation Policy
- Food Preparation Policy
- Food Safety and Hygiene Policy
- Food Storage Policy
- Hand Washing Policy
- Human Immunodeficiency Virus Infection, AIDS Virus Policy
- Incident, Injury, Trauma and Illness Policy
- Infectious Diseases Policy
- Managing a Child with Acute fever Policy
- Medical Conditions Policy
- Medication Policy
- Nose Wiping Policy
- Notifiable Disease Policy
- Nutrition/Food/Beverages/Dietary Policy
- Pest Control Policy
- Pet Policy

Procedure

- Konomi Kindergarten will plan, which clearly defines boundaries and areas where children may safely play indoors and outdoors. Staff will become familiar with the plan and will reinforce the importance of staying within the boundaries with the children. Staff will ensure play areas are always safe & appropriately supervised.
- When a staff member begins work with the service they will be shown the Daily Hazard Identification Checklist by the director.
- The Director will ensure that appropriate knowledge of hazard identification and management is provided before a carer begins working.
- A Daily Hazard Checklist will be completed by a staff member before children enter the area, to ensure that all potential hazards are identified.
- The completed checklists will be filled and sighted regularly by the Director.
- The Daily Hazard Checklist will be updated as required by the Director and reviewed annually.
- If a staff member identifies a hazard they will fill out a an Initial Incident/Hazard Report Form and pass the appropriate copies onto the Director

Burns Scalds and Electric Shocks

- A fire blanket should be available at all times.
- Children will not have unsupervised access to hot stoves, hotplates, cooking appliances and barbeques.
- Extreme caution must be taken when handling hot liquids while children are in care, in particular hot water, drinks and soup.
- Electrical cords cannot be used if dangling or frayed.
- Ensure electrical outlets are out of reach of children, cords and appliances are not covered by soft furnishing of other items which may create a fire hazard.
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Important Note

Parents will notify the person in charge and hand in any type of medication their child may need to take, so that it can be made inaccessible to the children in care. It is the Director's responsibility to ensure that parents are aware of this matter.

Poisons

- Poisonous substances, including cleaning products must not be transferred into any other container unless are clearly labelled and is inaccessible to children.

- Low irritant, environmentally friendly sprays will only be used minimally and staff will ensure that there is adequate ventilation when using sprays.
- All staff are made aware of any potential dangerous products and where they are stored.
- Substances must remain in the original, labelled container and have a child resistant lid.
- Substances must be kept out of reach of children.
- Hazardous products are not to be stored with or near food.
- Material Safety Data sheets are kept for all hazardous products and all staff are made aware of where they are kept.

Storage

Konomi provides safe and secure storage for all indoor and outdoor equipment, ensuring that all age-appropriate equipment is accessible to children to encourage independence.

- Dangerous objects are inaccessible to children and any adult not authorised to use them.
- All equipment is stored so it is easily accessible and uncluttered.
- Storage areas will be cleaned regularly and kept free of obstructions.
- Children are encouraged to respect the equipment and are expected to help pack up (age appropriate) toys and equipment neatly at the end of each session. Staff will role model this behaviour.
- All art supplies and equipment are to be cleaned thoroughly after each use if required(paint can be saved to be used next time).
- Staff are responsible for ensuring that children do not have access to areas unsafe to them.

Building and grounds – cleanliness, repair and safety

- a) The building, grounds, equipment and furnishings will be maintained so that at all times they are safe, clean and in good repair, [see our building maintenance policy](#)
- b) Rubbish will be stored appropriately until collection.
- c) There will be measures in place to ensure vermin control.(pest control every 6 months, all gutters, drains cleaned regularly)
 - The Centre will meet standards for glazing in public buildings set down in the Building Code of Australia.
 - The Centre will ensure that hot water taps to which a child has access will be thermostatically controlled at less than 43.5 or will be fitted with a device which prevents the operation of the tap by a child.
 - Konomi Kindergarten will ensure that soft surfaces are provided under and around any outdoor play equipment from which there is a reasonable likelihood of a child falling because of the equipment's design or the manner in which it is used

Plants

Konomi Kindergarten will ensure that any poisonous vegetation or vegetation that can lead to injury or severe discomfort in children's play areas is identified and maintained so as to ensure that it does not present a hazard to children
Children will be educated about the dangers of any toxic plants in the local environment according to the Willoughby Council list

Animals and birds

Konomi ensure that any animal, bird or livestock on the premises is maintained in a clean and healthy condition, to minimise the risk of being a source of danger, infection or cause of an allergic response.

Storage - medication

- a) Medicines will remain in the original, labelled containers.
- b) All medication will be stored at the temperature stated on the container, in a labelled, lockable or child-resistant container.
- c) Medication for self-administration shall be stored safely and accessed by children according to written instructions from a medical practitioner or the parent

Toys and Equipment

- It must be ensured that when possible children's toys and equipment are age and stage appropriate and maintained in good order and repair.
- Broken or damaged toys must be removed promptly from the children's area.
- Not present a hazard to children, such as swallowing, putting in nose or ears

Maintenance of Sandpit

Sandpits will be covered at night and raked regularly to dispose of any animal faeces, other contaminants or potentially dangerous objects (e.g. possum or cat's drops).

First aid equipment

- At least one staff member with a current first aid and CPR qualification will be on duty at the centre at all times children are on the premises.
- There will be a current, fully equipped first aid kit on the premises that is labelled, is readily available to all staff; and contains no out-of-date items.
- A cold pack will be kept in the freezer for treatment of bruises and sprains.
- First aid will only be administered by qualified first aiders in the event of minor accidents or to stabilise the victim until expert assistance arrives.
- The management will ensure that adequate funds are allocated in each annual budget to ensure that staff's first aid certificates are updated as required.
- The telephone number of the Poisons Centre will be displayed next to the telephone sets in the office, staffroom and hallway.

Accident

- For accident, see our “ **incident, illness, injury and trauma policy**” The Nominated Supervisor will call ambulance, notify the centre's insurers and also provide them with a copy of the accident report, as well as informing the parents, when the incident is serious and requires more than first aid..
- If the child dies or is admitted to hospital the centre will notify the Department of Education and Community, forms for reporting will be accessed from **ACECQA** website/ print copies also available to staff
- It is expected that any costs incurred in ensuring prompt medical attention for a child will be met by the parents/guardians. The centre will provide parents/guardians with information on available insurance cover to insure against these and other accident related costs.
- **Accidents which result in death or serious injury to employees (including likely to be absent from employment for 10 or more working days) must be reported to the Department of Occupational Safety and Health under the Occupational Safety and Health Act 2000 (NSW).**

Safety Drills (links with our emergencies and evacuation)

- **Emergency evacuation procedures**, which include specific procedures applicable, will be made and displayed on all exits in each playroom, to be followed in the event of fire, natural disaster or other emergency.
- **Safety drills will be practised at least three times a year** and at different times of the day. Each staff member will be provided with a copy of the emergency procedures.. The procedure will be included in the staff handbook.
- The evacuation plan will include:
 - the determination of a safe assembly area, away from the building and access areas for emergency services, and with it's own escape route.
 - a second stage assembly area will be identified in the event that the first assembly area becomes unsafe.
 - unobstructed routes for leaving the building which are suitable to the ages and abilities of the children.
 - the setting up of an emergency pack which is stored away from the building which includes items such as blankets, nappies, first aid kit etc.
 - nominating who will collect the attendance roll, parents emergency contact numbers and staff roster and once at the assembly area check the roll and roster to ensure that all children and staff are present.
 - maintaining a current list of emergency services contact numbers and nominating who will be responsible for phoning the relevant service.
 - determining who will check the building is empty and close all doors and windows to contain the spread of fire.
 - how the children will be supervised at the assembly area.
- When the emergency services arrive the Co-ordinator will inform the officer in charge of the nature and location of the emergency and of any missing children or staff.
- No-one will re-enter the building until advised it is safe to do so by the officer in charge.
- **Fire extinguishers will be and maintained in accordance with Australian Standard 1851.1 for Level 1 service, fire equipment will be assessed and maintained every year/6monthly**
Staff will be instructed in the operation of fire extinguishers. Staff will only attempt to extinguish fires when all of the following is assured:
 - the children have been evacuated from the room.
 - the fire is very small.
 - there is no danger to the person who will operate the extinguisher.
 - the operator is well trained and confident in the use of the extinguisher.

- **Smoke detectors will be checked regularly fitted in** and will be placed to provide adequate warning of smoke and so that staff will hear the alarm from anywhere within the child care premises.

Protection of Visitors

- Visitors may be present at the centre from time to time (refer to Policy on Visitors – Management), and will have their safety assured whilst at the centre through the following procedures:
 - Visitors are given guidelines to follow while in the centre
 - The Centre will require visitors to report to the Nominated Supervisor on arrival and departure.
 - The Nominated Supervisor will be aware of where visitors are at all times.
 - Staff will accompany visitors where possible.
 - Visitors will be restricted from any hazard area.
 - Staff will be inducted on safety issues concerning visitors.
 - Visitors will be inducted about hazards on the premises (if any).

Reviewed in May 2014

Review Date: 2015/earlier when needed