



### Written By

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### Aim

Bermagui Preschool has a moral and legal responsibility to ensure that all children are safe in their care. The protection of children, one of the most vulnerable groups in society, is a shared community responsibility and involves ensuring that all children are safe, their needs are met and the possibility of child abuse is minimised.

Bermagui Preschool is committed to:

- ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development
- ensuring a non-smoking environment
- fulfilling its duty of care obligations under the law by protecting children from any reasonable, foreseeable risk of injury or harm
- ensuring that people caring for children at the service act in the best interests of the child, and take all reasonable steps to ensure the child's safety and wellbeing at all times
- supporting the rights of all children to feel safe, and be safe, at all times
- developing and maintaining a culture in which children feel valued, respected and cared for

This policy will provide a clear set of guidelines to ensure all children attending Bermagui Preschool are provided with a safe environment and all reasonable steps are taken to ensure the health, safety and wellbeing of children attending the service. Risk minimisation strategies, supported by clear procedures for specific areas of child safety will help ensure the environment and practices at Bermagui Preschool are child safe.

### **Supervision (refer to relevant Policy):**

- Children are to be supervised at all times, both indoors and outdoors and will ensure children are adequately supervised. Educator-to-child ratios will be maintained at all times, according to specific regulations.
- Staff will ensure there are appropriate procedures in place for the safe delivery and collection of children.
- Staff will ensure that all contractors/visitors sign in to the visitor's section of the attendance folder.
- Staff will ensure gates remain closed.
- Educators and staff at the service who work with children are aware that it is an offence to subject a child to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances.
- Children are excluded from the office, kitchen, laundry, storerooms or adult bathroom unless supervised by an Educator.
- Educators will ensure parents/guardians have completed the enrolment form including details of authorised nominees, copies of immunization records, birth certificates and consent for administration of medication.
- The Responsible Person will conduct risk assessments for excursions and considering children's safety when leaving the service premises.
- Staff will protect the rights of children and families, and encourage their participation in decision-making in matters that affect them.

**Learning Environments:**

- Educators will ensure learning environments are established that provide sufficient space, and include carefully chosen and well-maintained resources and equipment that will help enhance the quality of children's learning and experiences.
- Educators will ensure all equipment and materials used at the service meet relevant safety standards.
- Educators will ensure the physical environment at the service is safe, secure and free from hazards for children. Staff will report broken or lost equipment to the director.
- Staff will wear hats and apply sunscreen as appropriate during outdoor play and excursions to themselves and children.

**Safety Checks (refer to relevant policy)**

Each day/ term/ as required safety checks will be made to ensure that Bermagui Preschool is safe. The areas to be checked include:

**Indoor:**

- Furniture and fixtures:
  - In good repair
  - No loose components or sharp edges
  - Positioned so that walkways are free
  - Moving parts operate freely
  - Fittings/power points not damaged
  - Sufficient lighting
- Walls and ceilings:
  - No sharp objects protruding
  - Shelves are:
    - Secure and adequate
    - Evenly packed with no overhang
    - Weight of objects not excessive
  - Hanging objects/fixtures secure
  - Power points turned off and child proof plugs installed
  - Sufficient ventilation
  - Sufficient lighting
  - Light/fan switches free of damage and operate correctly
- Building walls and fixtures:
  - Secure without protruding objects
  - Doorways clear of obstructions
  - Sufficient lighting
  - Windows not cracked/broken
  - Emergency equipment
- Floors:
  - Clean, dry, free of slippery substances/objects
  - Clear of obstacles
  - Floor coverings in a serviceable condition

- Storage areas/Cupboards:
  - Shelving secure and adequate
  - Stored material tidy and secure
  - Weighted objects stored low
  - Dangerous materials/substances stored high behind childproof locks
  - Free of pests
  - Doors closed during day/childproof locks as required
  
- Electrical items:
  - In a high secure position
  - Cords high, not frayed
  - Unplugged when not in use
  - Power points not overloaded
  - Flammable/loose objects clear of heaters/fans
  - Appliance operates as designed
  - Appliance clean
  - Tagged and checked annually or as required
  
- Laundry:
  - Kept locked at all times
  - All chemicals/substances to be clearly labelled
  
- Kitchen:
  - To be locked when not in use
  - Locks on all dangerous drawers/cupboards eg containing knives, detergents, glass wear etc
  - Plastic bags to be stored safely
  
- All cupboards/rooms are labelled accordingly, including those that contain chemicals and first aid kits, and child-proof locks are installed on doors and cupboards where contents may be harmful
- A regular cleaning schedule for all equipment to avoid cross-infection
- A clean environment daily, removing tripping/slipping hazards as soon as these become apparent
- A daily check of the building, ensuring all children are signed out of the service, doors and windows are closed and locked, and appliances are switched off etc.

**Outdoor:**

- Equipment and storage sheds
  - In good repair
  - No loose components or sharp edges
  - Moving parts operate freely
  - Safety mats etc secure and in stable position
  - Clean
  - Free of obstructions
  - Free of pests/vermin
  - Locked when not in use
  
- Sandpit
  - Covered when not in use
  - Replenished when appropriate

- Cubby House
  - No sharp objects protruding
  - Shelves secure and adequate
  - Free of pests/vermin
- Yard area and lawn
  - No holes
  - Free of prickles etc
  - Lawn mown to appropriate height
  - Free of dangerous plants

**First Aid and Emergency (refer to relevant Policy):**

- All Educators will hold a current First Aid Certificate.
- A suitably stocked first aid kit is available at all times at the centre and a portable kit is available for excursions.
- All equipment, medicines, drugs and other potentially harmful substances are stored in cupboards or areas that are inaccessible to children.
- First Aid Equipment and Medicines are checked each term and restocked as required.
- All accidents are to be recorded on the accident report forms and signed by staff and parents
- Staff members are to be aware of emergency evacuation procedures. The Nominated Supervisor is responsible for implementing and practising emergency and evacuation procedures each term with all staff and children.
- Staff will be familiar with the operation of the fire extinguishers.

**Child Protection:**

Refer to Child Protection Policy

**Relevant Legislation**

Education and Care Services National Regulations 2011

**Resources & References**

Education and Care Services National Law Act 2010 Sections 165, 166, 167  
 Education and Care Services National Regulations 2011 Regulations 84, 85, 86, 99, 100, 101, 102, 168(2)(h)  
 Family Law Act 1975 (Cth), as amended 2008 and 2011  
 The National Quality Standard (2010)  
 Being, Belonging and Becoming: The Early Years Framework for Australia (2009).  
 Occupational Health and Safety Act 2004  
 Working with Children Act 2005  
 Working with Children Regulations 2006

**Relevant Documentation**

**Date Adopted:**

January 2017

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January 2020