

BERMAGUI PRESCHOOL



4.02 Safety at Preschool

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: June 2024

Review Date: June 2027

Aim

Bermagui Preschool has a moral and legal responsibility to ensure that all children are safe while attending the service. The protection of children, one of the most vulnerable groups in society, is a shared responsibility and involves ensuring that children are safe, their needs are met, and the risk of harm is minimised.

This policy aligns with National Quality Standard Quality Area 2: Children's Health and Safety.

Bermagui Preschool is committed to:

- Ensuring the health, safety, and wellbeing of children is protected at all times while promoting their learning and development
- Maintaining a smoke-free and vape-free environment at all times
- Fulfilling duty of care obligations under legislation by protecting children from foreseeable risk of harm or injury
- Ensuring all staff act in the best interests of children and take reasonable steps to ensure their safety and wellbeing
- Supporting children's right to feel safe and be safe at all times
- Creating a culture where children feel valued, respected, and cared for

This policy outlines risk minimisation strategies and procedures to ensure a safe environment for all children, families, and staff.

Supervision

(Refer to Supervision Policy)

Bermagui Preschool maintains a separate Supervision Policy. However, the following safety-related expectations apply:

- Children are adequately supervised at all times in accordance with the Education and Care Services National Regulations (including Regulations 122 and 165)
- Educators maintain awareness of environmental risks through active scanning, positioning, and engagement
- Children are only released to authorised nominees listed on enrolment records
- Gates and access points are kept secure at all times
- Visitors and contractors must sign in and out at all times
- Corporal punishment or any unreasonable disciplinary practice is strictly prohibited
- Children are not permitted in staff-only areas (office, kitchen, laundry, storerooms, or adult bathrooms) unless directly supervised by an educator
- Risk assessments are completed for excursions, activities, and any identified hazards

Learning Environments

Educators ensure learning environments are safe, secure, and support children's wellbeing.

- Environments are set up to reduce risk and support safe play
- Equipment and resources meet recognised safety standards
- Daily indoor and outdoor safety checks are completed prior to children arriving
- Hazards are removed immediately or reported to the Nominated Supervisor
- Risk assessments are conducted regularly and reviewed to minimise identified risks
- Protective measures such as hats and sunscreen are used during outdoor play and excursions
- The environment is smoke-free and vape-free at all times

Safety Checks

Safety checks are conducted daily, termly, or as required to ensure all environments remain safe.

Indoor Safety Checks

Furniture and fixtures:

- In good repair, stable, and free from sharp edges
- Positioned to allow clear walkway
- Electrical fittings and power points are safe and not damaged
- Adequate lighting and ventilation

Walls, ceilings, and fittings:

- No protruding hazards
- Shelving secure and appropriately loaded
- Hanging items securely fixed
- Power points child-safe where required

Floors:

- Clean, dry, and free from hazards or trip risks
- Floor coverings maintained in safe condition

Storage areas:

- Dangerous materials stored securely out of children's reach
- Child-safe locks used where required
- Areas kept clean, organised, and pest-free

Electrical items:

- Cords safe, untangled, and not frayed
- Appliances switched off and unplugged when not in use
- Items regularly checked and electrically tested and tagged

Laundry:

- Kept locked when not in use
- Chemicals clearly labelled and stored securely

Kitchen:

- Locked when not in use
- Dangerous items secured (knives, glass, detergents, etc.)
- Plastic bags stored safely

General indoor safety:

- Regular cleaning schedule maintained
- Tripping hazards removed immediately
- Daily secure closure of windows, doors, and appliances

Outdoor Safety Checks***Equipment and structures:***

- Well maintained and in good repair
- Free from sharp edges or loose components
- Safety surfacing secure and intact
- Storage sheds locked when not in use

Yard areas:

- Free from holes, debris, and hazardous objects
- Grass maintained at a safe height
- No dangerous plants present
- Gates kept closed and secure

Sandpit:

- Covered when not in use
- Raked and maintained regularly
- Clean and free from contamination

General outdoor safety:

- No equipment stored near fences that may support climbing
- Pest and vermin checks completed regularly

Rest and Sleep

Bermagui Preschool implements safe rest practices in accordance with recognised best practice guidelines.

- Rest environments are safe, calm, and appropriately supervised
- Children are monitored at all times during rest period
- Sleep spaces are checked regularly
- Individual rest needs are respected
- Safe sleep practices align with current Red Nose guidelines

First Aid and Emergency

- At least one educator with current approved First Aid, Anaphylaxis, and Emergency Asthma Management training is in attendance at all times
- A fully stocked first aid kit is maintained on site and a portable kit is available for excursions
- First aid kits are checked and restocked each term
- All incidents, injuries, trauma, and illness are recorded and communicated to families
- Emergency evacuation procedures are practised regularly with staff and children
- Staff are trained in fire extinguisher use and emergency response procedures

Incident, Injury, Trauma and Illness

- All incidents are documented and reported to families as soon as practicable
- Serious incidents are reported to the Regulatory Authority in accordance with legislative requirements
- Records are stored securely in line with the Education and Care Services National Regulations

Child Protection

Refer to Child Protection Policy.

Relevant Legislation

- Education and Care Services National Law Act (Sections 165, 166, 167)
- Education and Care Services National Regulations (Regulations 81, 84, 85, 86, 99, 100, 101, 102, 122, 165, 168)
- Family Law Act 1975 (Cth)
- Work Health and Safety Act
- Working with Children Act and Regulations
- National Quality Standard
- Early Years Learning Framework (EYLF)
- Red Nose Safe Sleep Guidelines

Version History

V1.0 – First Published: Pre-2024

V2.0 – Reviewed: June 2024

Updates include:

- Policy reformatted and updated for compliance
- Strengthened risk management and safety language
- Added rest and sleep safe practices
- Clarified incident, injury, trauma and illness requirements