

Only Early Learning Centre



Child Safe Environment Policy

Policy Number 20

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Aim

Only Education aims to provide an environment that ensures the safety, health and wellbeing of children at all times. The welfare and protection of all children is of paramount importance. Educators will maintain the premises and equipment, adhere to procedures regarding safe practices and operate in line with legislative requirements relating to the Education and Care Services National Regulations and Law.

Who is affected by this policy

Children
Educators
Staff
Management
Visitors
Families

General Building Safety

Security

Only the centre Licensee's, General Manager of the Company, Approved Provider and Nominated Supervisors will hold a master key to access and dead lock the building. All educators and immediate family members will be given a specific individual code to use at the main door to the building to access the service. Educators responsible for closing the service at the end of the day will ensure that the building is left in a secure manner, ensuring that all sliding doors from the backyard area are closed and locked, ensuring that the downstairs door is locked and that the front door is locked using the lock code.

Building

- Electrical circuit breakers will be installed and maintained.
- Should the service be considered unsafe or as being a health risk, then the service will be closed, after notice has been given to all relevant parties, until the problem has been rectified.

Storage

- A storage system will be devised that ensures easy access and uncluttered storage of all equipment.
- Storage areas will be cleaned and tidied when seen as necessary.
- All equipment is to be neatly packed away at the end of each session.
- All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications will be stored in the designated secured area which is inaccessible to the children. Educators are responsible for ensuring that these areas remain secure and that they do not inadvertently provide access to these items.

Ventilation, Temperature and Natural Light

- All heating and cooling systems will be of good quality and checked regularly to ensure safety and reliability.
- Educators will take individual needs and specific activities into account when ensuring that heating and ventilation levels are comfortable.
- Windows and doors are to be opened during operation of the service unless closed to protect from extreme weather conditions.
- Provision of natural light areas will be enhanced as much as possible.
- Adequate light will be maintained both indoors and outdoors.
- Outdoor lighting will be suitable so that families, staff and children can enter and exit the building without any unsafe dark areas.

Service Equipment

All equipment, resources and toys at the service will meet the Australian Safety Standards and be appropriate to the developmental stage, interests and culture of the children.

Equipment Safety:

- All equipment will be checked against Australian Standards
- Educators will ensure that children are slowly introduced to new resources and taught how to use and care for them appropriately
- Equipment that is only to be used under close supervision will be locked in storerooms when not in use. This includes water play experiences.
- All equipment will be checked as part of the Daily Safety Checklist by educators to ensure that it is in a clean and safe condition.
- Hazard Identification Forms will be completed for any resources that are found to be damaged or broken. These resources will either be immediately fixed or removed from the room to ensure there is no risk posed to the children, educators or families. Repairs will be organised in a timely manner.
- Risk Assessments will be carried out prior to new resources being added into the classroom.
- All recycled materials will be checked for potential hazards.

Purchasing Equipment:

- Educators will communicate with the Management Team, resources that they require for the upcoming month.
- Families are encouraged to provide input to purchasing room resources at any time.
- All equipment purchased will be within the budget set for resources.

Pest Control

- Equipment and food items will be effectively stored so as not to attract pests and vermin.
- Kitchen, food preparation areas and storage will be cleaned and maintained daily.
- Should any pests or vermin be identified, the nominated supervisor will contact the licensees of the service and the Pest Control company familiar with the centre will be contacted.
- Regular, sex monthly pest control visits will be scheduled.

Hazardous Plants

Only Education is aware of the risk that specific plants can pose to children. The service's aim is to minimize this risk where possible.

- The Management Team will ensure that any vegetation directly accessible to the children is identified to ensure that it does not present a hazard to the children. No poisonous plants will be placed in any area at the centre.
- Children will be educated on plants and vegetation within their programs including:
 - Teaching the children not to eat anything straight from a bush or plant
- The Poisons Information Centre contact number will be placed next to each phone in the centre.
- When interacting with plants at the centre, children will be highly supervised by educators.

Sand Pit Policy

Only Education aims to ensure that the sandpit is clean, hygienic and in a safe condition for all service users. In order to ensure that our sandpit areas are always safe, educators will:

- Inspect the sandpit daily as part of the centre's Daily Safety Checklist.
- The centre will use washed beach or river sand as recommended by Kidsafe NSW.
- The sand in each sandpit will be changed every 12 months. If the sand in the sandpit drops 100mm below the top of the edge of the sandpit, the sand will be refilled.
- Children and educators are to wash their hands before and after playing in the sandpit.

Sandpit Cleaning Procedure:

1. Ensure that the sandpit is raked at the end of each day. All resources should already be removed from the sandpit and whilst raking, educators need to check the sandpit for dangerous objects.

In the event that parts of the sandpit are contaminated with children's bodily fluids, the following cleaning procedure will be used:

1. All children will immediately be removed from the sandpit.
2. Educators will ensure that they use appropriate personal protective equipment when cleaning.
3. Remove the soiled sand from the sandpit and dispose of.

Water Play

The safety and supervision of children in and around water is of the highest priority. Whilst water hazards at Only Early Learning Centre are kept to a minimum, we acknowledge that nappy buckets, water troughs, sinks and toilets can all be hazardous for children and diligent supervision is required.

- Children will be supervised at all times in and around any body of water including water troughs, toilets and nappy buckets.
- A risk assessment will be conducted prior to any excursion taking place. Particular attention will be focused upon water safety where the excursion is near a body of water.
- Educators are not permitted to consume hot drinks in any area accessible to children.
- Actively supervise children whenever water is in their environment.
- Empty baths, basins, sinks, buckets, wading pools and troughs immediately after use and ensure they are not accessible to children while in use.
- Ensure water troughs or containers for water play are filled to a safe level. These activities will be highly supervised at all times and containers or troughs will be emptied onto garden areas after use. Children will be discouraged from drinking from these water activities.
- Water play will be kept to a minimum, or not planned for the children when New South Wales is placed on water restrictions.

Toy Cleaning

Washing toys effectively is important to reduce the spread of illness. Toys and other resources are washed weekly as part of a rotating roster. Toys and other resources are sprayed with food grade sanitiser at the end of each day. Toys are washed in warm water and detergent and rinsed well, before being placed in large, mesh bags in the sun to dry. Only toys that are able to be appropriately washed will be purchased by the centre. The following procedures will be used to wash toys and other resources:

Plastic Toys

1. Fill the laundry sink halfway with hot water and dishwashing detergent.
2. Immerse the toys in the water.
3. Leave the plastic toys to soak for 10-15 minutes to loosen any dirt.
4. Use a clean chucks wipe/sponge to physically wash each toy.
5. Rinse each toy in clean, cold water.
6. Place in a drying bag and hang on the outside fence to dry in the direct sunlight.
7. Once dry, collect from the outside fence, and place back in the classroom or in the storeroom.

Toys with Batteries

1. Any toys with batteries cannot be immersed in water.
2. Fill the laundry sink halfway with hot water and dishwashing detergent.
3. Where possible, remove batteries before cleaning.
4. Use a clean chucks wipe/sponge to physically wash each toy. Wring the cloth out thoroughly and then wipe firmly over the toy. Ensure to avoid the areas around the battery compartment.

5. Use a clean wipe/sponge to rinse the toy with clean, cold water.
6. Place in a drying bag and hang outside on the fence to dry in the direct sunlight.
7. Once dry, collect from the outside fence, and place back in the classroom or in the storeroom.

Wooden Toys

1. Any wooden toys cannot be immersed in water. Make sure the toy does not get especially wet at any time or you risk the wood failing to dry completely.
2. Fill the laundry sink halfway with hot water and dishwashing detergent.
3. Use a clean chucks wipe/sponge to physically wash each toy. Wring the cloth thoroughly and then wipe firmly over the toy.
4. Use a clean wipe/sponge to rinse the toy with clean, cold water.
5. Place in a drying bag and hang outside on the fence to dry in the direct sunlight.
6. Once dry, collect from the outside fence, and place back in the classroom or in the storeroom.

Soft or Plush Toys

1. Wash all plush or soft toys in the washing machine. These toys can also be steamed.
2. Place on the clothesline to dry.
3. Place back in the classroom or storeroom.

Hazard Identification

To ensure the safety of all children, staff members and visitors to the centre, management will ensure that Hazard Identification Forms are completed when required and that all employees are aware of the following procedure to complete a Hazard Identification Form.

Effective Hazard Identification involves three steps:

1. Spot the Hazard
2. Assess the Risk
3. Make the changes

1. Spot the Hazard

- A hazard is anything that has the potential to hurt any child, employee or visitor to the centre.
- This hazard is to be documented on the appropriate form

2. Assess the Risk

- Assessing the risk includes determining how likely it is that a hazard will cause harm to children, employees or visitors of the centre, and how serious this harm would be
- If a hazard is determined to have a significant risk, educators are to inform the responsible person immediately

3. Implement Risk Management Strategies

- Simple hazards may be changed by educators if it does not pose a risk to themselves
- In the best case scenario, hazards should be removed altogether, although this is not always possible
- Where hazards cannot be removed, the following options will be considered:

Elimination: This involves eliminating the hazard completely.

Substitution: Replacing the hazard with something less hazardous.

Isolation: Separate the hazard from as many people as possible.

Change: Safeguards can be added by modification.

PPE: Personal Protective Equipment can be added to safeguard employees.

Risk Assessment

Risk assessments are utilised by Only Early Learning Centre to manage both health and safety and children's welfare. Procedures are implemented to assist with early detection of potential hazards and to reduce risks within the service. Only Early Learning Centre complies with legislations and regulations and annually reviews policy and procedure to ensure effective risk assessment practices.

Management Responsibilities:

- In collaboration with educators, conduct risk assessments to determine potential emergencies
- In collaboration with educators, ensure that a risk assessment is completed prior to all excursions
- Liase with educators to ensure that risk management is part of daily practices and that procedures are developed and maintained to implement policies regarding risk assessments

Educator Responsibilities:

- Complete daily WHS checklists of the environment before children and families enter the education and care service. Educators will identify any potential hazards and note these on the checklist, rectifying any risks immediately where possible.
- Complete the appropriate risk assessment form when adding any new resources or equipment to the centre environment
- Complete the appropriate risk assessment form when involving the children in any new experiences
- Complete the appropriate risk assessment form when involving the children in any new cooking experiences
- Complete the appropriate risk assessment form when changing the layout of the classroom or outdoor environment if any potential risks become present



Sources

Education and Care Services National Regulation 2011

103 Premises, furniture and equipment to be safe, clean and in good repair

105 Furniture, materials and equipment

110 Ventilation and natural light

National Quality Standards 2018

3.1 Design

3.1.1 Fit for Purpose

3.1.2 Upkeep

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed By: Alex Jury **Date:** 4th March 2020

Approved By: Kelly Williams

Date for Next Review: 4th March 2021