

DUNCRAIG EARLY LEARNING CENTRE INC.

PROVIDING A CHILD A SAFE ENVIRONMENT

POLICY

Duncraig Early Learning Centre (DELC) aims to provide and maintain a safe environment in which children may play in and explore their world free from harm. The service will protect the health and safety of children and every person who enters the service's premises or uses the service's equipment by keeping informed about and complying with the applicable occupational safety and health legislation, complying with the Education and Care Services National Regulations 2012 and ensuring appropriate Codes of practice, standards and recommendations from recognised authorities are followed at the centre to protect persons from harm, injury.

1. Strategies for policy implementation:

Educators will ensure play areas are always supervised in a manner that is sufficient to ensure the safety and wellbeing of the children appropriate to their stage of development.

2. Maintenance of Buildings and Outdoor areas

- A maintenance register will be regularly reviewed by the Directors to track the maintenance of buildings and equipment and monitor the effectiveness of safety checks.
- All heating systems used in the DELC will meet the requirements of the applicable occupational safety and health legislation.
- All requirements for electrical installations set down in AS/NZS 3000:2007 Electrical Installations (known as Australia New Zealand Wiring Rules) will be met. Power points will be to an approved safety standard and will be fitted with approved safety shutters and with an earth leakage circuit breaker.
- Electrical appliances and cords will be kept out of reach of all children.
- The service will ensure that hot water taps to which a child has access will be thermostatically controlled at less than 42 C or will be fitted with a device which prevents the operation of the tap by a child.

3. SAFETY CHECKS

Daily Safety Checks Procedure:

- Before setting up the yards in the morning educators will thoroughly check each outdoor area as follows:
- Check the whole perimeter for hazards
 - First the whole yard will be scanned and checked for anything that may have been thrown or blown in through the fence. If so, any rubbish will be removed safely.
 - The sandpit will be checked for foreign objects or footprints.
 - The cubby house and/or permanent climbing equipment will be checked for broken parts, any foreign objects and spiders.
 - The yard will then be clear to set up the equipment for the day.
 - A daily safety check form must be initialled by an educator after each morning check.

- An additional yard check will be completed each time ahead of the children going back outside, to ensure the environment is still safe for the children to play in.

Yard equipment set up

- When setting up the yards, educators are to ensure the play equipment does not pose a hazard to the children.
- The Director will aim to ensure that checks are being done by educators each week. The form is to be initialled by the Director.
- Educators will ensure age appropriate toys are set out at relevant times of the day.
- Sandpit to be checked annually and professionally cleaned/treated when necessary.

Workplace Safety Checks Procedure:

- An Occupational, Health and Safety representative for the centre will be chosen each year.
- Every 3 months an extensive workplace safety checklist will be carried out which will cover:
 - First Aid
 - Floors
 - Rubbish
 - Ventilation
 - Lighting
 - Chemicals
 - Fire
 - Electrical
 - Outdoor Play areas
 - Cots

• Risk Inspection Checks Procedure:

City of Joondalup carry out risk inspections on all city owned buildings in accordance with Australian Standard AS4360-2004 annually.

Food Safety Checks Procedure:

- Carried out by City of Joondalup every three months.
- Carried out by Coordinator every three months.
- Food audits will be carried out by a qualified Food Auditor as required by law.

4. Equipment

- All equipment and toys purchased for the Service will meet Australian Standards for safety.
- All educators will be diligent to ensure that all equipment and toys are kept in a thoroughly safe, clean and hygienic condition and in good repair at all times and stored in a safe manner.
- Educators who become aware of faulty or broken equipment will remove this equipment from use and advise the Director of the need for its replacement or repair. All such incidents will be noted in the Occupational Health and Safety and Maintenance Book.
- DELC will ensure that the Director and educators have ready access to an operating telephone or other similar means of communication.
- Sandpits will be checked and raked daily to dispose of any animal faeces, other contaminants or potentially dangerous objects.
- Children will be carefully introduced to new toys and pieces of equipment and taught how to use and care for them appropriately.

- Children using play equipment will always be supervised. Equipment that should only be used under supervision will be stored in a safe place out of reach of children.
- Wading or paddling pools will only be used under the direct supervision of an educator. When not in use this equipment will be emptied and stored in such a manner that it cannot collect water. Wading and paddling pools must be of a size that can be emptied by one person.
- Children will only use a water trolley whilst under the direct supervision of an educator.
- Climbing equipment will be set up a metre away from all other objects and have soft fall underneath.
- Whilst not in use, all power points will be covered with safety plugs.
- Annual portable appliance testing will be carried out.
- When children are using the outdoor Carpentry table, they are to be wearing covered shoes at all times. An Educator will supervise this activity until such time as it is packed away in the shed.

5. Storage of Potentially Dangerous Products

- The use of some possible hazardous substances form part of the day-to-day operations of DELC. Wherever possible, the least hazardous products will be selected. Common hazardous substances that are used in the Centre include: cleaning substances, glue, antiseptics and medications.
- All educators will be made aware of which products may pose a danger to themselves and the children in the Centre.
- Educators will discuss the dangers of certain products with the children.
- The main storage of potentially dangerous products will be kept in a locked cupboard. Material Safety Data sheets will be kept with the products and in the office to correspond with the products being used and updated every 5 years. Each safety data sheet includes physical properties, health affects and first aid to be applied if necessary. Individual products for rooms will be clearly labelled, out of reach of children and away from food or drink. Storage areas will be clearly labelled to assist relief staff.
- Educators must ensure that they do not eat or drink while working with hazardous substances and wash their hands with soap and water when finished.
- **Hazardous objects, such as knives will be kept out of the children's reach at all times**

6. Protection of Visitors

Visitors may be present at the service from time to time and will have their safety assured whilst at the service through the following procedures DELC will require visitors to report to the nominated supervisor/educator on arrival and sign in and out on the foyer Tablet.

- Directors will endeavor to make sure each visitor to the centre is aware of the emergency procedures
- The nominated supervisor or educator will be aware of where visitors are at all times.

- Educators will accompany visitors where possible.

Duncraig Early Learning Centre endeavours to ensure that all policies and practices are inclusive.

Sources:

A Step by Step Guide for Managing Chemicals in the Workplace
Work Safe Victoria 2001 Accessed 2011

Department of Consumer and Employment Protection.

Occupational Safety and Health Handbook
Children Services Support Unit WA 2002 Accessed 2011

FIRST AID ACTION PLAN FOR DANGEROUS PRODUCTS

- All **permanent educators** will hold a current First Aid certificate.
- Educators are to refer to the First Aid plan on the MSDS sheets when necessary.
- The telephone numbers of the Poisons Centre will be displayed in the office near the phone.
- The affected person will be removed from the room to administer first aid wherever possible.
- Parents or emergency contacts will be notified as soon as possible.
- An accident or incident report will be written as close to the time of the incident as possible.

The Maintenance of a Safe Environment policy was developed by amalgamating the Storage of Potentially Dangerous Products policy and Safety Checks policy with other information.

Policies to Go By, 2011

Accessed 21/02/2012 at <http://www.pscwa.org.au/getdoc/bf24021c-af2a-43a4-9fc0-2a5e5dc38a7e/Policies-to-Go-By.aspx>

Worksafe – The First Step: Managing Safety and Health Hazards in Your Workplace. May 2000

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POSITION Chairperson

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