



Providing a Child Safe Environment

Policy introduction

Weldon Children's Services as the approved provider and ALL of our staff recognise the importance of providing a safe environment for all children at our service. All children have the right to experience quality education and care in an environment that safeguards and promotes their health and safety.

Our policy in action

We will:

- Ensure that children are adequately supervised at all times
- Organise rooms and environments to minimise risks to children
- Monitor and minimise hazards and safety risks in the environment
- Implement our *child protection and our incidents, injury, trauma, illness policies*
- Take every reasonable precaution to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

Statutory legislation and considerations

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Work Health and Safety Act 2011

Strategies for policy implementation

Supervision

As the Approved Provider we will:

- Ensure that sufficient numbers of educators are employed to ensure adequate supervision at all times
- Adopt policies and procedures to protect children being educated and cared for by the program from harm and from any hazard likely to cause injury

Our nominated supervisors/certified supervisors/responsible persons in charge will:

- Draw up rosters to ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements and to ensure adequate supervision of children at all times
- Engage casual staff as appropriate
- Ensure staff are aware of the need for adequate supervision of children at all times. This may include the development of supervision charts for outdoor or indoor areas
- Adopt policies designed to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury are implemented and that all staff are aware of these policies and procedures

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Our educators will:

- Adequately supervise children within their room/group at all times; and
- Inform the nominated supervisor whenever supervision is inadequate within their care to ensure the health and safety of all children.

Our families will:

- Inform the nominated supervisor, responsible person or educators if they have any concerns about supervision or safety within the program

Organisation of rooms and environments

As the approved provider we will:

- Make sufficient allowance within budgets to allow for the replacement of worn and damaged equipment and resources which may provide safety risk for children
- Make sufficient allowance within budgets to allow for the adequate maintenance of all indoor and outdoor environments

Our nominated supervisors/certified supervisors/responsible persons in charge will:

- Organise rooms and groupings to enable adequate supervision of children and so to minimise the risk to children
- Organise repairs and maintenance to equipment and environments in a timely manner

Our Educators will:

- Organise indoor and outdoor spaces to ensure risks to health and safety are minimized; and
- Inform the Nominated Supervisor of repairs and maintenance needed within the service to ensure the health and safety of children

Our families will:

- Inform the nominated supervisor, responsible person or educators of repairs and maintenance needed within the service to ensure the health and safety of children

Risk Assessment

Our nominated supervisors/certified supervisors/responsible persons in charge will:

- Conduct a risk assessment of the service environment on a quarterly basis to determine any risks to children's health and safety
- Analyse and evaluate the risks associated with identified hazards
- Determine appropriate ways to eliminate or control identified hazards
- Review risk assessments after any serious incident report is made to the Department of Education and Communities

Our Educators will:

- Report any risks or hazards within the service to the nominated supervisor as soon as possible

Our families will:

- Report any risks or hazards within the service to the nominated supervisor as soon as possible

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Child Protection

As the approved provider we will / our nominated supervisors and educators and staff will:

- Comply with the requirements of Weldon Children's Services *child protection policy* to ensure the minimisation of children's risk to harm

Policy availability

- This policy will be readily accessible to educators/staff, families and visitors and ongoing feedback on this policy is invited

Review

- Management and staff will monitor and review the effectiveness of this policy regularly. Update information will be incorporated as required

Evaluation

- Children attending our programs are healthy and safe and the number of serious health and safety incidents is reduced over time

Procedures

Weldon procedures that support the implementation of this policy:

- Educator Code of Ethics
- First aid checklist
- Risk assessment
- Emergency/Evacuation lockdown
- Sign In/Out
- Hazard Reports
- Incident, Injury Trauma and Illness

Links to other policies

- Accidents, Emergencies and First Aid
- Health, Hygiene and Infection Control
- Maintenance of a Safe Environment
- Partnerships and Communication with Families
- Supervision
- Work Health and Safety
- Arrival and Departure
- Supervision
- Guiding /Support children's Behavior
- Child protection
- Sun smart policy

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- Staffing arrangements

The National Quality Framework

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: 84 168 (2) (h)
- National Quality Standard for Early Childhood Education and Care and School Age Care Standard 2.2 Element 2.2.1, 2.2.2, 2.2.3
- Early Years Learning Framework
- Framework for School Age Care: My Time Our Place

Sources

- Department of Education, Employment and Workplace Relations
- Community Child Care Cooperative NSW – NQF Policies in a Box
- PSC National Alliance – IPSP Online Library - policies

Policy Details

Review Date: February 2018

Date for next Review: February 2019