

Providing a Child-Safe Environment Policy

Policy Statement & Commitments

Brunswick East Primary School Outside School Hours Care Service (BEPS OSHC Service) aims to provide and maintain a healthy and safe environment in which children may play in and explore their world free from harm.

BEPS OSHC Service will protect the health and safety of children and every person who enters BEPS OSHC Service's premises or uses its equipment by keeping informed about and complying with relevant legislation including the *Occupational Health and Safety Act 2004*, the *Child Safe Standards*, and the *Education and Care Services National Law Act 2010*.

BEPS OSHC Service is committed to:

- providing children with a safe and healthy environment in which they can play and learn
- reassuring families that health and safety standards are maintained at BEPS OSHC Service and their children's health and safety is assured
- providing educators with a safe and healthy environment in which they can provide experiences for children with the appropriate allocation of resources to maintain a safe and healthy environment
- minimising legal liability of School Council by ensuring health and safety issues are brought to their attention through the OSHC Management Sub-committee

The School Council, through the OSHC Management Sub-committee, ensures that appropriate codes of practices, standards and recommendations from recognised authorities are followed at BEPS OSHC Service to protect everyone from harm, injury, illness or abuse, as detailed in the following procedures.

Supervision Procedures

Educators and families reinforce with children the importance of staying within the boundaries of BEPS OSHC Service area and the school grounds, and ensure that all play areas are adequately supervised at all times in a manner that is sufficient to ensure the safety and wellbeing of the children appropriate to their stage of development.

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While supervising outdoors educators should:

- maintain staff-to-student ratios
- maintain a daily outdoor safety checklist
- move around designated supervision areas
- be alert to potential hazards and taking preventative action
- report any hazards or near misses using the appropriate hazard register.

Staff members must position themselves so they can be seen at all times. If they need to leave the outdoor environment for any reason, no matter how long, they must let the other staff member know and if necessary organise and wait for a replacement.

At least one staff member must move around the area outside at all times. They should approach any unauthorised persons in a friendly manner and ask them if they need assistance, then directing them to the school office or the OSHC Coordinator

While supervising indoors, educators should:

- never leave children unsupervised
- maintain daily indoor safety checklist
- never leave children in the care of ancillary staff, parents, visitors, volunteers, etc.
- organise coverage by an appropriate person if it is essential that they leave the room
- ensure entrances and exits are always kept clear
- keep rooms and walkways free of clutter
- ensure bags are hung on hooks and aren't on the floor
- place computer cabling in such a manner that doesn't cause a tripping hazard
- ensure bookshelves are placed against a wall or back to back with another (standalone shelves have fallen and can be dangerous)
- never store materials on heaters or televisions.
- never leave children unsupervised in any area of the building or playground
- ensure that any child leaving an area (for toilets, drinks) notifies a staff member and goes with another child at all times. If they are taking something to the school office, the office staff should be notified that they are coming and should also go in pairs of two (2). This is to minimise the potential for problems.

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Maintenance of Buildings, Equipment and Outdoor Area Procedures

- A register is used to record and track the maintenance of buildings and equipment, and to monitor the effectiveness of safety checks. This is an online register called Edusafe.
- Minor maintenance that is not an OH&S issue can be put on a checklist in the School staffroom.
- Educators complete a Daily Safety Checklist to assess the safety of all areas utilized by the BEPS OSHC Service. This is kept in the OSHC administration office.
- BEPS OSHC Service will comply with the Education and Care Services National Regulations and Law (2011) in regard to the provision of:
 - premises, furniture and equipment to be safe, clean and in good repair
 - indoor space requirements
 - outdoor space requirements
 - ventilation and natural light
 - toilet and hygiene facilities
 - food and beverage storage and handling facilities
 - furniture, materials and equipment
 - fencing and security
 - administrative space
 - visibility
 - outdoor space and natural environment
 - shaded outdoor space.
- All heating and cooling systems used at BEPS OSHC Service will meet the requirements of the *Occupational Health and Safety Act 2004*.
- All requirements for electrical installations set down in *AS/NAS 3000:2007 Electrical Installations* (known as the Australia New Zealand Wiring Rules) will be met. Power points will be to an approved safety standard and will be out of reach of children, or if within reach, will be fitted with approved safety shutters or with an earth leakage circuit breaker.
- Electrical appliances and cords will be kept out of reach of children.
- Wall-mounted fans will have blade guards fitted in accordance with manufacturer’s instructions. If they pose a hazard to children, wall and ceiling fans will not be operated while children are present. Free-standing fans will only be used in areas not used as rooms to provide education and care to children in, such as the administration office. Educators will ensure that any free-standing fans are located so that children are adequately protected from inadvertent physical contact with the blades.
- BEPS OSHC Service will meet standards for window glazing in public buildings set down in the Building Code of Australia and will ensure that windows when opened do not create a

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hazard to children.

- BEPS OSHC Service ensures that hot-water taps to which a child has access will be thermostatically controlled at less than 42°C, or fitted with a device that prevents the operation of the tap by a child.

Equipment Safety Procedures

- The equipment and toys purchased at BEPS OSHC Service will meet Australian Standards for safety. <https://www.productsafety.gov.au/content/index.phtml/tag/mandatorystandards>
- BEPS OSHC Service will adhere to the Australian Standards relating to the construction and installation of fixed and temporary outdoor play equipment, to ensure children’s safety when using play equipment. This includes the types of materials and installation requirements used for outdoor surfaces.
- The School Council, the OSHC Coordinator and educators at BEPS OSHC Service will ensure that outdoor play equipment does not pose a hazard to children because of its design, manufacture, installation or use, and soft fall surfaces are provided under and around any outdoor play equipment from which there is reasonable likelihood of a child falling because of the equipment’s design or the manner in which it is used.
- Educators will check the surfaces under and around outdoor play equipment on a daily basis to ensure it is adequate and evenly spread.
- 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 in the education and care program and advise the OSHC Coordinator of the need for repair. BEPS OSHC Service will ensure that adequate furniture is available to meet the physical and developmental needs of children attending.
- The OSHC Management Sub-committee will ensure that the OSHC Coordinator and the Educators at BEPS OSHC Service have ready access to a telephone whenever children are being educated and cared for.
- Sandpits will be covered at night and over weekends, and raked daily to dispose of any contaminants or potentially dangerous objects.
- The outside playing area will be checked regularly for poisonous vegetation, to ensure that it is not accessible to children.
- 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 be supervised at all times. Equipment that should only be used under supervision will be stored in a safe place out of reach of children.

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Procedures for Storage of potentially dangerous products

- Educators will be made aware of which products may pose a danger to children at BEPS OSHC Service and will do their best to minimise the use of these products without jeopardising the hygiene of the children or themselves.
- BEPS OSHC Service will purchase and use less toxic products whenever possible.
- BEPS OSHC Service will maintain a register of all hazardous substances kept on the premises. This register is accessible from the OSHC administration office.
- All potentially dangerous products will be clearly labelled and stored in their original labelled containers with the relevant Material Safety Data Sheet (MSDS) for that product, out of reach of all children, or unauthorised adults. Storage areas will be clearly labelled to assist relief educators. (See the BEPS OSHC Service Managing Chemicals & Hazardous Materials Policy for more information.)
- All hazardous products are used in accordance with the manufacturer’s written instructions and specific workplace procedures, and dangerous chemicals are only used when children are not present at BEPS OSHC Service premises.
- Flammable materials are stored separately from anything that constitutes or is likely to constitute a fire hazard.
- Educators discuss the dangers of certain products with children.

Visitors

Visitors may be present at BEPS OSHC Service from time to time and will have their safety assured while on the premises through the following procedures. Visitors are defined as all people other than staff members, students and parents/guardians involved in the task of delivering or collecting their child at the start or end of the day.

- BEPS OSHC Service will require visitors to report on arrival to the OSHC Coordinator, or the nominated responsible person present if the OSHC Coordinator is not on the premises.
- All visitors will be required to report to the Coordinator prior to undertaking any activity in the school during program times where they will be required to sign at the school front office and be issued with a visitor’s badge, which they must wear at all times while at the program. Visitors will be required to report to the Coordinator at the end of their visit to return their badge. They will need to sign out on departure.
- The OSHC Coordinator or Nominated Supervisor will be aware of where visitors are at all times.
- Visitors will be restricted from any hazardous areas.
- Educators will be inducted on safety issues concerning visitors.
- Visitors will be inducted about hazards on the premises, if any.
- All visitors will be required to sign in and out.

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- Unauthorised visitors will be asked to provide identification, preferably photo ID.
- Appointments will only be made with people who have a valid reason for being at BEPS OSHC Service, and will be arranged through the Coordinator (or person in charge if the Coordinator is not available).
- All people who perform duties at BEPS OSHC Service (paid or unpaid) will be required to present a current criminal record check or Working with Children (WWC) Check card, before being allowed on the premises (i.e. a student assessor, trades persons, volunteers, students, educators/staff etc.)
- Visitors will be provided with directions and will be made aware of any construction works etc. that may impact on their safety or comfort.
- Under the *Summary Offences Act 1966*, the School Principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

Child Protection

BEPS OSHC Has a commitment to maintain the safety of children at all times. Please see; 'Child Protection Policy'

Sources & Legislative References

Department of Education and Early Childhood Development 2009, *Victorian Early Years Learning and Development Framework: For all children from birth to eight years*, Melbourne.

Safe Work Australia, *Model Work Health and Safety Laws Fact Sheet*, www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/553/ModelWorkHealthAndSafetyLawsFactSheet.pdf

SAI Global, *Portal for buying Australian Standards*, www.infostore.saiglobal.com/store2/

National Professional Support Coordinator Alliance 2012, *Getting started with policies for the NQF: Policies in Practice template- Maintenance of a Safe Environment*, www.pscalliance.gov.au

National Professional Support Coordinator Alliance 2012, *Getting started with policies for the NQF: Policies in Practice template – Establishing a Protective Environment*, www.pscalliance.gov.au

KidSafe www.kidsafevic.com.au

<i>Education & Care Services National Law Act 2010 (Vic)</i>
<i>Education & Care Services National Regulations (2011) – Part 4.2, 4.3 & 4.4; Regulations 158, 160, 161, 162, 165, 166 & 168</i>
<i>National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standards 2.1, 2.2 & 2.3; Elements 3.1.2, 4.1.1, 6.2.2, 7.1. & 7.3.3</i>
<i>Victorian Early Years Learning & Development Framework (2009)</i>
<i>Victorian Child Wellbeing & Safety Act 2005 – Part 2: Principles for Children</i>
<i>Occupational Health & Safety Act 2004 (Vic)</i>
<i>Summary Offences Act 1966 (Vic) – as amended 2012</i>
<i>Building Code of Australia</i>

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