

# Our Lady of Hope Greenwith Campus Outside School Hours Care



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## POLICY DOCUMENT

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### CHILD-SAFE ENVIRONMENT

# CHILD-SAFE ENVIRONMENT

## BACKGROUND

All children have the right to be safe at home, at school and in their childcare service. The provision of safe environments for children is essential to prevent injury and enable them to grow and develop. The management and staff of each service have a duty of care to provide a safe childcare environment.

## POLICY STATEMENT

The Our Lady of Hope Greenwith Campus OSHC Service stakeholders are committed to the provision of a healthy environment in which children can grow and be safe. Educators and staff have an obligation to all children attending the service and are committed to defend their right to care and protection. To support this right and to ensure children's protection, the service complies with the procedures set down under the Children's Protection Act 1993 section 11(1) and (2) when dealing with any allegations of abuse or neglect of children.

## RELATIONSHIP

Regulations	National Quality Standard	Other policies/Service documentation	Other legislation/Guidelines
168	2		
103-115 82 & 84 155		Emergency and Evacuation Policy Infectious Diseases and Infestations Policy Incident, Injury, Trauma and Illness Policy Interactions with Children Policy Staffing Policy Excursions Policy	Child Protection Act 1993 OHS&W Act DECD Child Protection Policy

## HOW THE POLICY WILL BE IMPLEMENTED.

### *Physical Environment*

Our Service will ensure the premises, furniture and equipment are safe, clean and in good repair. An annual self assessment for monitoring and maintaining the premises, furniture and equipment ensures that:

- For each child in care there is a minimum of 3.25 square metres of unencumbered indoor play space that is suitable for children.
- For each child in care there is at least 7 square metres of outdoor space that is suitable for children.
- Indoor areas are - well ventilated, have adequate natural light and are maintained at a comfortable temperature.
- There are adequate, developmentally and age appropriate toilet, hand washing and hand drying facilities, located and designed to enable safe use by children with convenient access from both indoor and outdoor play spaces.
- The service has adequate facilities for safe handling, preparation, storage and disposal of food and beverages.
- There is a capacity to provide effective supervision of all designated area.

### **Supervision**

Educators will use their professional judgment when providing supervision to children, in addition to OSHC requirements for adult to child ratios. The amount and intensity of supervision of children will vary depending on:

- the degree of risk associated with the experience
- the age, development and ability of children
- the location of the experience (eg community- or school-based).

Our Services ensures that:

- Educators effectively supervise children at all times
- Educators will monitor the children's health and well-being.
- Educators will follow the Toilet Supervision Procedure.
- Visitors to the service will be closely monitored and not be left alone to supervise individual or groups of children.
- Person coming onto the premises will not be left alone with children.
- Educators supervising children's daily departure from the Service will be familiar with authorized person collecting them.
- If Educators are required to move away from actively supervising, they will make sure that they are replaced by another educator.

### **Tobacco, Drug and Alcohol Free Environment**

Our Services ensures that:

- All children are educated and cared for in an environment free from the use of tobacco, illicit drugs and alcohol.
- The nominated supervisor, educators, other educators and volunteers of the service are not affected by alcohol when on the premises when the service is operating.
- The nominated supervisor, educators, other educators and volunteers of the service are not affected by drugs that adversely affect that person's ability to educate and care for children when on the premises when the service is operating.

### **Child Protection**

Please refer to the Our Lady of Hope Greenwith Campus Child Protection Policy.

Our Service ensures that:

- All adults who are working or volunteering in programs for children must undergo Criminal History Screening.
- The Children's Protection Act 1993 requires educators, educators and volunteers to notify the Child Abuse Report Line (131 478) if they suspect, on reasonable grounds, that a child has been or is being abused or neglected. This responsibility is part of the broad duty of care that educators and volunteers have towards the safety and wellbeing of children and young people.
- All educators and other staff should complete Responding to Abuse and Neglect Education and Care Training prior to working with children or, if this is not possible, they should be provided with a copy of Protective Practices for Educators in Their Interactions with Students.
- Reporting Child Abuse and Neglect, Mandatory Notification Guidelines are held at the service and must be read and understood by the educators, the Approved Provider and the Advisory Committee. These guidelines are also available to families.
- Employer and employee obligations in relation to allegations of child abuse are included in the educator's handbook. These obligations are specifically detailed to support new educators/other educators and at the beginning of their employment.
- As mandated notifiers, educators are required to attend approved training in relation to mandatory notification of child abuse. This will be paid for by the service.
- The service ensures families are aware that the service nominated supervisor, educators and volunteers are mandated notifiers under the Act.

### *Persons & Visitors Entering the Premises*

Please refer to the Our Lady of Hope Greenwith Campus Collection & Delivery Policy.

Our Service ensures that:

- Any person that come onto the premises that is not recognised by staff will be asked for identification and reason for them being on the premises.
- Staff will ensure that the person collecting a child is a person authorised on the child's record. Staff will contact parents should a non-authorised person enter the premises to collect a child.
- Any person or visitor that comes onto the premises will not be left alone with children at any time.
- Visitors are to sign in and out of the Service and provide a reason for their visit and proof of their identity.
- Visitors will be given a badge to wear during their time on the premises to identify them.
- Regular visitors working with children such as providing entertainment during Vacation Care will require a police clearance to enter premises.
- Visitors will be monitored by staff whilst on the premises.
- The premises will be checked regularly, in particular the toilets to ensure the safety of the children.

### *Animals*

Although animals are not a necessary part of the program, we acknowledge their importance in fostering children's capacity to understand and respect the natural environment and the interdependence between people, plants, animals and land. Educators will consider the risks versus the benefits of including animals in the education program.

The presence of animals in OSHC will be managed by educators to ensure that the safety and wellbeing of children, families, educators and animals is maintained at all times.

- Checks will be made regarding individual children's allergies before considering an animal in the centre.
- Children will be reminded about the hygiene practices required after handling any animal and educators will ensure that this is maintained.
- All animals will be located away from any food or food preparation areas.
- All animals, which are kept in the centre, shall be maintained in a clean and healthy condition and all hygiene procedures will be followed regarding cleaning and disposal of waste.
- All animals, which are kept in the centre, will be provided with adequate nourishment and health care.
- Educators will ensure that everyone in the centre will treat all animals with respect and in a humane way at all times.
- Children will be supervised at all times when interacting with pets and animals.

### *Dangerous Products*

Our Service ensures that:

- Non-hazardous and non-toxic products, where possible should be used.
- Any hazardous or toxic cleaning products should be stored in a lockable cupboard with their relevant Material Safety Data Sheets.
- In the interests of children's health, educators are encouraged to use environmentally friendly products at the service, wherever possible.

### *Identifying Potential Hazards*

Educators should carry out regular checks to identify and remove hazards, where possible, to manage safety risks. Steps to be taken:

- Identify the hazard that may cause illness or injury.
- Assess the risk.
- Control the risk.

### Identifying Potential Hazards

The service is committed to:

- Ensuring that children are actively supervised at all times.
- Considering the design and arrangement of children’s environments to support active supervision.
- Using supervision skills to reduce or prevent injury or incident to children and adults.
- Guiding educators to make decisions about when children’s play needs to be interrupted and redirected.
- Supporting educators and their care-giving strategies.
- Educators providing consistent supervision strategies.
- Acknowledging and understanding when supervision is required for high risk experiences and/or the ratio of adults to children needs to be increased.
- Assessing all activities and, when something is identified as a high-risk experience, strategies are developed to minimise the risk according to the group of children.

It is understood there is a shared legal responsibility and accountability between, and a commitment by, all educators to implement the service’s policies, procedures and practices.

### RESOURCES/REFERNCES

- Creating Child Safe Environments, August 2010 at [www.dfc.sa.gov.au](http://www.dfc.sa.gov.au)
- DECD Responding to Abuse and Neglect at [www.decd.sa.gov.au/speced2/pages/childprotection/faqMandatoryNotificationTrng/?reFlag=1](http://www.decd.sa.gov.au/speced2/pages/childprotection/faqMandatoryNotificationTrng/?reFlag=1)
- DECD Policy: Child Protection in Schools, Early Childhood Education and Care Services at [www.decd.sa.gov.au/docs/documents/1/ChildProtectioninSchoolsE.pdf](http://www.decd.sa.gov.au/docs/documents/1/ChildProtectioninSchoolsE.pdf)
- DECD Cyber Safety: Keeping Children Safe in a Connected World at [www.decd.sa.gov.au/docs/documents/1/CyberSafetyKeepingChildre.pdf](http://www.decd.sa.gov.au/docs/documents/1/CyberSafetyKeepingChildre.pdf)
- Keeping Them Safe: The SA Government Child Protection Reform program at [www.dfc.sa.gov.au/pub/default.aspx?tabid=283](http://www.dfc.sa.gov.au/pub/default.aspx?tabid=283)
- Safety in Children’s Services Factsheet, Sonja Tansey for NCAC 2006 at [www.acecqu.gov.au](http://www.acecqu.gov.au) (go to NCAC archive)
- Child Protection Policy at [www.acecqu.gov.au](http://www.acecqu.gov.au) (go to NCAC archive)
- Protective Practices for Educators in Their Interactions with Students (April 2009) DECD at [www.decd.sa.gov.au/docs/documents/1/ProtectivePracticesforSta.pdf](http://www.decd.sa.gov.au/docs/documents/1/ProtectivePracticesforSta.pdf)
- Community and Disability Services Ministers’ Conference (2005) Creating safe environments for children—Organisations, employees and volunteers: National framework. Retrieved January 18, 2007, from [www.ocsc.vic.gov.au/downloads/childsafe\\_framework.pdf](http://www.ocsc.vic.gov.au/downloads/childsafe_framework.pdf)
- CESA Guidelines <http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/HomePage>
- The Children’s Protection Act 1993 [www.legislation.sa.gov.au/LZ/C/A/CHILDRENS%20PROTECTION%20ACT%201993/CURRENT/1993.93.UN.PDF](http://www.legislation.sa.gov.au/LZ/C/A/CHILDRENS%20PROTECTION%20ACT%201993/CURRENT/1993.93.UN.PDF)

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**(Chairperson)**

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**(Date Reviewed)**

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**(Principal)**

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**(Date Reviewed)**