



Epping Views Primary Outside School Hours Care CHILDRENS HEALTH AND SAFETY POLICY

Reviewed:	October 2019	Next Review Date: October 2020
Policy Owner:	Epping Views Primary School Age Care	
National Quality Standards (NQS)	2.1.1, 2.1.2, 2.1.3, 2.2, 2.2.1, 2.2.2, 2.2.3	
Related Policies, regulations and laws	Administration of medication policy, supervision policy, Arrival and departure policy, Child protection policy, Governance policy, Incident, illness, Accident and Trauma Policy. Education and Care Services National Law Education and Care Services National Regulations. (2017). Guide to the National Quality Standard (2018). Early Childhood Australia Code of Ethics. (2016).	
HOURS OF OPERATION		
BEFORE SCHOOL CARE: 6.30am-8.45am		AFTER SCHOOL CARE: 3.30pm-6.30pm
VACATION CARE: 7.00am-6.30pm		PUPIL FREE DAY: 6.30am-6.30pm

PURPOSE

We aim to protect the health, safety and welfare of the children attending Epping Views Primary School Outside School Hours Care by complying with current health and safety laws and legislation.

PROCEDURE

The national quality Framework establishes the standards and learning frameworks to provide high quality inclusive education and care for all children in Epping Views Primary Outside School Hours Care. We are dedicated to ensuring that all health and safety needs are met through the implementation of a high standard of hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illnesses, and to provide a safe and secure physical environment for all children. In occurrences where children show any signs of illness, accident, injury or trauma, educators will refer to the *incident injury, trauma and illness policy*.

The importance of children’s nutritional and physical health needs will be promoted by educating children about a healthy lifestyle which will be reinforced through everyday routines and experiences.

Information on Health, Hygiene and safe food principles and practices will be displayed at our service to provide families with further information.

We strongly believe in quality education and care in an environment that provides for all children's protection through adequate supervision, safe experiences and environments and vigilance to potential risks. Educators at Epping Views Primary Outside School Hours Care are dedicated to understanding their legal and ethical responsibility to protect the children enrolled in our service.

CHOOSING APPROPRIATE RESOURCES AND EQUIPMENT:

- Epping Views Primary Outside School Hours Care will document any equipment that needs maintenance, and it will be prioritized and fixed by the appropriate maintenance worker.
- Resources and equipment will be chosen to reflect the cultural diversity our community and cultural diversity of contemporary Australia.
- Epping Views Primary Outside School Hours Care will maintain an up to date register of equipment at our service.
- Epping Views Primary Outside School Hours Care will actively pursue the contribution of families regarding toys and equipment at the service.
- Children will be introduced to new toys and pieces of equipment and taught how to use and care for them appropriately.
- Equipment that should only be used under supervision will be stored in a safe place out of children's reach.
- The use of toys or equipment, which involves the use of water, will be used under the direct supervision of educators. All equipment will be emptied of water when not in use and stored in such a manner that cannot collect water.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition which will be recorded on the appropriate indoor and outdoor safety checklist.
- Epping views Primary Outside School Hours Care will advise the appropriates about the purchase of new equipment and will ensure a risk assessment has been conducted.

CHILDREN'S LEARNING ENVIRONMENT:

- Epping views Primary Outside School Hours Care will keep a record of any changes that are made to the physical environment, such as rearranging rooms, to show continuous improvements.
- Document the links between the arrangements and choice of resources and equipment and the children's learning within the program.

ON-GOING MAINTENANCE:

- Our service will reflect on the environment and establish a plan ensuring that the environment continuously complies with our philosophy of providing a safe and secure environment, that is stimulating and engaging for all who interact with it.
- Epping views Primary Outside School Hours Care nominated supervisor will ensure that the service and its grounds comply with local Government regulation, and regulations regarding protection, ventilation, natural and artificial lighting and safety glass.
- Should Epping views Primary Outside School Hours Care undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the service is not compromised.

SAFETY CHECKS

Prior to children arriving at Epping views Primary Outside School Hours Care, a daily inspection of the premises will be undertaken which will include the:

- Service perimeters
- Buildings
- All rooms accessible by children

This must be done in order to identify any dangerous objects in the grounds, ranging from sharps to poisonous or dangerous plants, chemicals and animals.

In the event of a sharp object being found (for example a syringe), educators will wear gloves and use tongs to pick up the object and place it in the 'sharps object box'. This box will be disposed of as per the recommendations of our local council.

The indoor and outdoor daily safety checklists will be used as the procedure to conduct these safety checks. A record of these will be kept by our service. Any required maintenance will be immediately reported and documented to the nominated supervisor who will make the appropriate arrangements to have repairs carried out.

GENERAL CLEANING:

- Epping views Primary Outside School Hours Care will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly.
- Educators will clean the service at the end of each day.

- Accidents and spills will be cleaned up as quickly as possible to ensure that our service always maintains high level of cleanliness, hygiene, and safety.

LATE COLLECTION OF CHILDREN

- If there are children still present at the Service upon closing, it is best practice to ensure a minimum of two Educators are present.
- Instruction to parents; “Please remember that our Educators have families to go home to and their own children to collect by a designated time. If you are late to collect your child two Educators have to stay behind and therefore both have to be paid overtime. To cover this, a late fee of an additional \$2 per minute will be charged. Please note, the late fee does not incur the CCS subsidy.
- If you know that you are going to be late, please notify the Service: If possible, make alternative arrangements for someone else to collect your child.
- If you have not arrived by 6:30pm you will be contacted. If we are unable to contact you and your child has not been collected, we will call alternative contacts as listed on your enrolment form to organise the collection of your child.
- Due to licensing and insurance purposes, if by 6.30pm neither you nor any of your authorised contacts are available or contactable, we may need to take your child to the police station for you to collect.
- A sign will be displayed at the Service notifying you of your child’s whereabouts. If this occurs, we will be obligated to contact Family and Community Services and inform them of the situation.