



## Providing a Child Safe Environment Policy

### **Aim:**

To ensure the children are adequately supervised at all times  
To ensure rooms are organised to minimise risks to children  
To ensure that hazards and safety risks in the environment are monitored and minimized  
To encourage and facilitate safe risky play  
To ensure every reasonable precaution is taken to protect children being educated and cared for by service from harm and from any hazard likely to cause injury

### **Legislative requirements / Sources:**

**Education and Care Services National Law & Regulations 2011** Section 165: Offence to inadequately supervise children; Section 167: Offence relating to protection of children from harm and hazards; Regulation 168: Education and Care Service must have policies and procedures

**National Quality Standards** 2.3: Each child is protected

**Related Policies:** Child protection, Supervision of children, Accident emergencies and critical incident, Children's accident, Interactions with children, Work Health & Safety

### **Implementation:**

## **Supervision**

### **The Approved Provider will:**

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

**The Nominated Supervisor 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
- Ensure policies and procedures adopted to protect children being educated and cared for by the service from harm and from any hazard or likely to cause injury are implemented and that all staff are aware of these policies and procedures

**Educators will:**

- Adequately supervise children within their room group at all times
- Inform the Nominated Supervisor whenever supervision is inadequate within their room to ensure the health and safety of all children

## Organisation of Rooms and Environments

**The Approved Provider will:**

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

**The Nominated Supervisor will:**

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

**Educators and staff will:**

- Organise indoor and outdoor spaces to ensure risks to children's health and safety are minimized
- Ensure the supervision of all children in the outdoor area as we are a mixed age play centre
- Inform the Nominated Supervisor and document in the maintenance book the repairs and maintenance needed to ensure the health and safety of the children

## Risk Assessment

**The Approved Provider will:**

- Provide a child safe environment

**The Nominated Supervisor will:**

- Conduct a risk assessment of the service environment on a six monthly basis to determine any risks to children’s health and safety
- Analyze 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
- Review accident, injury, incident or ‘near miss’ data
- Collaborate with staff and educators to develop a first aid plan for the service (i.e. Identification of first aid qualified staff, contact details of emergency services and other emergency contacts and response procedures following an illness or incident)

**Educators and staff will:**

- Regularly undertake risk assessments in the environment in order to plan safe experiences for children
- Report any risks or hazards within the service to the Nominated Supervisor as soon as possible and document in the WHS folder

**Child Protection**

The Approved Provider, Nominated Supervisor, Educators and Staff will comply with the requirements of Maryland Care & Early Education Centre’s child protection policy to ensure the minimisation of children’s risk of harm

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| <b>Review:</b> |
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This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy will be reviewed annually. This policy is available in other languages upon request.

Created: November 2018

Next Review: November 2020