

6.6.7 Child Safe Environment Policy

Joondalup Family Centre is committed to providing a physical environment that is welcoming, safe, and well-maintained. Staff must ensure that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.

The Educator/staff will provide a stimulating environment that continually engages children and fosters their learning and development while ensuring their safety and that of educators, families and visitors.

Procedures:

Premises

Educators/staff will consistently maintain the environment, to ensure that the health, safety and wellbeing of children being educated and cared for are protected at the beginning of each day and each session as needed.

Educators/staff must advise the approved provider/senior staff of any maintenance requirements relating to physical environment of the service and any changes that may affect the education and care provided to children.

All equipment & toys purchased for the centre will meet Australian safety standards & be appropriate to the developmental stages, interests and culture of the children in care. Toys of war are considered inappropriate to the centre's aim of providing a safe and caring environment.

All staff members 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. Children will be taught to use equipment appropriately.

In consultation with staff, senior staff will determine which equipment is most appropriate taking into account; durability, easy maintenance, cost, benefit to the children's program. If large/expensive items of equipment are requested the Operator will determine the centre's budget limitations.

Educators/staff will complete a Building Safety Checklist every 6 months and ensure any work meets Australian Standards.

Daily inspections will be carried out by Educators of the following areas prior to the children arriving to ensure the area is safe, secure and hygienic, and there are no dangerous objects on the grounds:

- Perimeters
- Fencing
- Gates
- Paths
- Buildings
- Fixed equipment
- Sand pits

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All maintenance issues will be brought to the attention of the most senior staff member or the Approved Provider by completing the Building Maintenance Register and coding based on priority. Red coded will also be emailed to the most senior staff.

Furniture and equipment

Adequate furniture and equipment will be provided to meet the physical and developmental needs of the children in care. The centre will ensure they:

- Maintain an up to date inventory of equipment. Staff input on compiling a prioritised list of items of equipment will be sought at least twice a year.
- Children will be carefully introduced to new toys & 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.
- Water trough will only be used under the direct supervision of an adult staff member. When not in use this equipment will be emptied and stored in such a manner that it cannot collect water.
- Equipment will be checked regularly by the staff to ensure it is in a clean and safe condition.
- All equipment purchased for the Centre will be within budget limitations and maintained on an equipment registry.

Animals

From time to time, the Educators/staff may provide incursions where Animals are part of the program. Parents and Caregivers of children enrolled will be notified prior to the incursion occurring.

Educators/staff will ensure children's health and safety is a priority at all times during the incursion.

Children and Educators/staff must wash their hands immediately after handling any animals and/or birds.

Interactions between children and animals must be directly supervised. While there are developmental benefits to children from interacting with animals, it must also be recognised that any animal may react adversely to stressors not obvious to children. Children will be encouraged to treat animals and birds with respect.

Play Dough

To reduce the risk of spreading infectious diseases, Nominated Supervisor and Lead Educator will:

- Get children to wash their hands before and after using Play Dough
- Store play dough in an airtight container
- Make a new batch of play dough each week
- Discard play dough at the end of the day if there is an outbreak of an infectious disease

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- Not use play dough in pandemic situations

Cleaning

Educators/staff will:

- Ensure cleaning is carried out daily and the environment, equipment and resources are hygienic
- Clean up any accidents or spills immediately and store any cleaning equipment in a secure location away from the children
- Clean and dry equipment between uses so germs cannot multiply on the equipment
- Use colour-coded sponges to eliminate cross contamination of different areas. A sign should clearly display which sponge to use for what purpose.
- Use ordinary detergents for most cleaning purposes. These, mixed with warm water, kill most germs as they are unable to multiply. However, in some special instances the public health unit may specify a particular detergent or disinfectant in an outbreak situation.
- Clean all toys at the end of the day by washing in warm water with detergent. This includes outdoor toys like ride on mowers, dump trucks and blocks.

Hazardous Substances

When purchasing hazardous chemicals, substances and medicines, the most senior staff, Approved Provider or Nominated Supervisor will:

- Ensure dangerous substances/chemicals are supplied with a Safety Data Sheet (SDS). If this is not supplied, the administrator will source with from the supplier or online.
- A hard copy file of SDS will be kept in the office as well as electronically in the share folder under Administration.
- Keep a register of all hazardous chemicals and substances on the premises including where they are stored, their use, their risks, first aid instructions and current SDS. This register will be readily accessible for all staff.
- Store all dangerous substances in a lockable cabinet away from children. This should be labelled as “Hazardous Materials”.
- Dispose of any dangerous substance without a label or without a use by date. Disposal should be in line with the local council guidelines.

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