



CHILDREN'S SERVICES

Child Safe Environment Policy

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1. Introduction

Children's Services Educators have responsibility for supporting the health protection, safety and wellbeing of all children and will take reasonable care to protect children from foreseeable risk of harm, injury and infection.

2. Scope

This Policy applies to all Children's Services operated Coast Services Group Limited (A wholly owned subsidiary of Coast Community Connections LTD) and our employees and Educators. This applies to Early Childhood Programs, Occasional Care, Out of School Hours Care and to Vacation Care programs and services.

3. Policy

All children have the right to experience Quality Education and Care in an environment that provides for and protects their health and safety.

4. Procedures and Implementation

Children's Services and Educators will:

- 4.1 Be made aware of CCCL Child Protection Policy and Procedure.
- 4.2 Ensure the service is tobacco, drug and alcohol free whilst services are operating. Staff members and Educators are not to be affected by alcohol or drugs.
- 4.3 Effective hygiene practice are promoted and implemented.
- 4.4 Ensure that services will have working telephones or other communication equipment.
- 4.5 When weather does not permit outdoor play indoor experiences need to be designed to accommodate children's physical needs. For children attending OSHC, other areas will be sought to disperse the group such as school halls and verandahs and that meet our safety requirements.
- 4.6 Separate areas in the indoor environment of OSHC & Occasional Care Services will be provided for:
 - 4.6.1 Parents to sign their children in/out of the service.
 - 4.6.2 Staff to collect fees, answer phones, and maintain daily records.
 - 4.6.3 Children to store their bags and belongings.
 - 4.6.4 Storage of equipment, food, dangerous materials, and family records.
 - 4.6.5 Preparation of food and drinks.
 - 4.6.6 Kitchen and other refuse.
 - 4.6.7 Cleaning of equipment.

- 4.6.8 Creative activities.
- 4.6.9 Large and small group activities.
- 4.6.10 Display children's activities and work respectfully.
- 4.6.11 Quiet space for children to retreat to or do homework or lie down if unwell.
- 4.7 Set up indoor and outdoor areas to allow children to participate in a variety of experiences with easy access to equipment.
- 4.8 Provide a balance of indoor/outdoor play
- 4.9 Maintain easy access to areas by making clear easily definable walkways.
- 4.10 Ensure that children properly store their bags and belongings
- 4.11 Remove all items obstructing play areas and store appropriately.
- 4.12 Inspect the indoor / outdoor environment and equipment daily for any obstacles or dangerous items in conjunction with the relevant check sheets. These items shall be disposed of in a safe and careful manner prior to the children playing in the area. Report any WHS issues including maintenance required for buildings and equipment.
- 4.13 Secure storage of hazardous products including chemicals, that is out of reach of children and clear signage.
- 4.14 Consider the Sun Protection Policy when setting up the outdoor space in a variety of ways to encourage participation. Areas will be made available where children can play in large or small groups or solitary play. Prior to any excursion taking place a full Risk Assessment will be carried out.
- 4.15 Where possible we will purchase products that comply with current Australian Standards.
- 4.16 Ensure that safety plugs are inserted in unused power sockets at all times.

5 Supervision

- 5.1 Children are adequately supervised at all times in accordance with the required staff to child ratios for each service type. This includes additional staff requirements for any water based activity.
- 5.2 Children are only to play in the areas that are clearly visible to the Educator, and where proper child/Educator ratios are maintained.
- 5.3 Ensure that Educators/students are positioned correctly when supervising children indoors/outdoors by not having their backs to children.
- 5.4 Ensure staff at OSHC always accompany children when it is necessary to go outside the boundaries or line of supervision
- 5.5 Set up areas to ensure that proper supervision can be maintained at all times and ensure children's play is closely monitored.

6 Related policies and procedures

WH&S Policy
Inclusion Policy
Staffing Arrangement Policy
Sun Protection Policy Risk Assessments for excursions
Staff Rosters
WHS forms and checklist