



Providing a child safe environment Policy

Quality Area 2:
Children's Health
and Safety

POLICY STATEMENT

East Lismore Community Preschool is committed to providing a safe environment to ensure that the health, safety and well-being of all children at the Preschool is protected at all times. East Lismore Community Preschool is committed to protecting the rights of all children. This includes feeling safe and being safe, at all times including during their time at Preschool and during their interactions with adults and other children.

NATIONAL QUALITY STANDARDS

Element 2.2.1

Supervision – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Element 2.2.2

Incident and emergency management – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Element 2.2.3

Child protection – Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

Element 3.1.1

Fit for purpose- Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child

Element 3.1.2

Upkeep – Premises, furniture and equipment are safe, clean and well maintained

Element 7.1.2

Management Systems – Systems are in place to manage risk and enable to effective management and operation of a quality service

Element 7.2.1

Continuous Improvement – There is an effective self-assessment and quality improvement process in place

AIMS

That the preschool environment is a safe environment and that active steps are taken to minimise risk to the health, safety and well-being of the children. This includes ensuring that children are adequately supervised at all times, that the physical environment is safe and the child protection policy is adhered to.

All hazards identified including near-misses are recorded and appropriate steps taken to minimise future risk.

Risk assessments are embedded into practice and carried out regularly including but not limited to when a new practice begins, for excursions and incursions or if an emergency incident is identified.

All children feel and are safe in their interactions with other children, adults and visitors to the Preschool. Ensuring that the child's voice is heard including their views and wishes about matters affecting their lives.

To develop strong relationships with families to ensure a shared responsibility for their child's health, safety, well-being and development.

IMPLEMENTATION – STAFFING AND SUPERVISION

The Approved Provider is responsible for:

- Ensuring that sufficient numbers of educators are employed to maintain adequate supervision of children at all times.
- Ensure screening and suitability of staff and volunteers at the Preschool
- Ensure proactive responses occur to emerging staff performance concerns

The Nominated supervisor is responsible for:

- Ensuring that sufficient numbers of educators are employed to maintain adequate supervision of children at all times.
- Manage rosters to ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements and that duty of care implications are considered to ensure adequate supervision at all times.
- Ensuring that in the case of staff absences, a suitable and qualified replacement staff member is used to ensure that adequate supervision of children always occurs and that continuity of educators is considered
- Ensuring that staff are aware of the need to adequately supervise children at all times.
- Ensuring screening and suitability of staff and volunteers at the Preschool
- Ensuring proactive responses occur to emerging staff performance concerns
- Ensuring compliance to the excursion and incursion policy regarding supervising of children during and incursion and excursion

Early Childhood Teachers/Educators are responsible for:

- Adequately supervising children in their allocated room
- Ensuring that no child is left alone with a visitor, contractor, volunteer, student or other parent/guardian at the Preschool
- Notifying the nominated supervisor or responsible person immediately on becoming aware of any concerns regarding supervision of the children

IMPLEMENTATION – PHYSICAL ENVIRONMENT

The Approved Provider is responsible for:

- Ensuring that a risk assessment is carried out for any new practices/procedures, incursions or excursions or any other new emergency situation identified
- Ensuring that all risk assessments and hazard identification forms are recorded and stored appropriately
- Ensuring that adequate control strategies and remediation steps are taken in response to reported risks and hazards in the environment

The Nominated supervisor is responsible for:

- Ensuring all equipment and materials used at the service meet relevant safety standards
- Ensuring that any equipment or resources that may provide a safety risk for children are removed, repaired or replaced in a timely manner
- Ensuring that learning environments are established that provide appropriate child groupings, sufficient space and include well-maintain resources and equipment
- Ensuring that the inside and outside environment are organised to minimise the risk to the health and safety of children, staff and visitors into the Preschool
- Ensuring that a risk assessment is carried out for any new practices/procedures, incursions or excursions or any other new emergency situation identified
- Reviewing risk assessments after any serious incident report is made to the regulatory authority.

Early Childhood Teachers/Educators are responsible for:

- Notifying the nominated supervisor or responsible person immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at the Preschool
- Identifying any potential risk and harm to a child at the service and completing the relevant documentation including hazard identification report
- Complete a hazard report form in the event of a 'near miss' incident
- Work together with the Nominated Supervisor and staff team to develop and implement effective prevention strategies in response to identified risks

IMPLEMENTATION – CHILD’S HEALTH, SAFETY AND PROTECTION

The Approved Provider is responsible for:

- Ensuring that all documentation and reporting records are maintained and stored confidentially

The Nominated Supervisor is responsible for:

- Providing all staff with a copy of the Mandatory Reporters guide to assist them in their reporting
- Providing all staff and educators working directly with children with access to the Child Wellbeing and Children Protection NSW Interagency Guidelines.
- Ensuring all staff are aware of and follow the Child Protection policy
- Ensuring WWCC details for all educators are current that a clearance certificate has been obtained
- Keeping up to date and complying with any relevant changes in legislation and practices relevant to children’s health, safety and protection
- Ensuring Educator qualifications for Child Protection, First Aid and Asthma and Anaphylaxis management are up to date
- Ensuring that families are made aware of support services available to them and of the assistance these services can provide
- Protecting the rights of children and families

Early Childhood Teachers/Educators are responsible for:

- Keeping up to date and complying with any relevant changes in legislation and practices regarding children’s health, safety and protection
- Undertaking suitable child protection training every 2 years or as advised by the nominated supervisor
- Informing families of support services available to them and details of the services
- Notifying the nominated supervisor or responsible person immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at the Preschool
- Offering support to the child and their family, and to other staff in response to concerns or reports relating to the health, safety and wellbeing of a child at Preschool
- Following the Child Protection policy and procedures
- Following all record keeping requirements
- Maintaining confidentiality at all times

Families are responsible for:

- Reporting any concerns, including in relation to potential for child abuse, to the Nominated Supervisor.

LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations: Regulation 99, 158, 159, 168, 176

Child Protection (Working with Children) Act 2012

AUTHORISATION

This policy was adopted by the Approved Provider of East Lismore Community Preschool on 12th June 2020

REVIEW DATE

This policy will be monitored to ensure compliance with legislative requirements

This policy is set to be reviewed every 2 years unless required earlier due to changes in the workplace or legislative requirements.

Next review date June 2022