



Providing a Child Safe Environment Policy

POLICY STATEMENT

Our service provides an environment that ensures health, safety and well-being of children and the importance of welfare and protection maintained at all times. All Educators will ensure that the premises and equipment, meets the procedures regarding safe practice and operates in line with legislative requirements in relation to child protective practices and the Education and Care Services National Regulations and Law.

All Educators are aware of their legal responsibility as a Mandatory Reporter and to act to protect and support children they suspect may be at significant risk of harm. All children will be adequately supervised and every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury or trauma.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Related Service policies / documentation	Other
R82, R84, R85, R86, R87, R89, R103, R105, R107, R108, R109, R110, R114, R115, R155, R170, R176, R168	Quality Area's 2, 3, 4, 5 and 7	- Parent handbook (203) - Employee handbook (202)	

PROCEDURE

MANAGING THE FACILITY

1.1 SECURITY

- 1.1.1 Only approved Educators and Management staff members will be given a key to access the building and equipment areas.
- 1.1.2 A key register will be maintained at the school office and the person's receipt of the key, date received and the date returned on completion of employment or term as member of management. All key holders will adhere to the school's key register requirements.
- 1.1.3 Extra keys must be received through school office and no keys will be cut without school approval.
- 1.1.4 All monies and private documents will be kept in a lockable place and access will only be permitted by approved staff and Management members.
- 1.1.5 All Educators will ensure that the building is left in a secure manner before leaving and all windows, cupboards and office area are locked. All heating, air conditioners and lighting is off and all doors are properly secured.
- 1.1.6 Educators will inform the Police, School and Committee as soon as possible if there has been a break in to the service of any kind.
- 1.1.7 Educators will remain at the service until Police arrive or inform them of following actions.

1.2 BUILDINGS, EQUIPMENT & MAINTENANCE

- 1.2.1 All equipment will be purchased according to the developmental needs of the children.
- 1.2.2 All services equipment and furniture will be maintained in a safe, clean condition and in good repair.
- 1.2.3 Children will be supplied with appropriate and adequate toilet, washing and drying facilities. These will enable safe use and convenient access by children.
- 1.2.4 All plugs, sockets, power cords or extension cords must be undamaged.
- 1.2.5 All electrical appliances will be in good working order.
- 1.2.6 All repairs are to be dealt with through the school maintenance manager.
- 1.2.7 All contractors should have their own public liability insurance.
- 1.2.8 All service and equipment will be checked regularly by the WHS Officer to ensure it is all in working order and a safe condition, complying with relevant Australian Standards and have appropriate soft-fall surface maintained.
- 1.2.9 Equipment will be cleaned and washed regularly.
- 1.2.10 Educators should ensure safe handling of all tools if used as part of any activity

- 1.2.11 Families are encouraged to notify Educators of any safety issues they observe.
- 1.2.12 Any maintenance requirements are to be reported to the Responsible Person on duty
- 1.2.13 Damaged or faulty equipment is to be removed or protection placed around dangerous objects or building sites.
- 1.2.14 A maintenance book will be kept that records any maintenance that needs to be addressed.
- 1.2.15 The maintenance book will include:
 - a) Type of problem
 - b) Date that it was observed
 - c) Who notified the Responsible Person and when?
 - d) What was done to rectify the problem?
 - e) Date repaired
 - f) Tradesperson employed to repair the problem

ENDORSEMENT BY THE SERVICE

Date Approved by Director: ____ / ____ / ____

Signature of Approval by Director: _____

Date Approved by Management Committee: ____ / ____ / ____

Signature of Committee Representative: _____

Role of Committee Representative: _____

Date for Review: ____ / ____ / ____