

CHILD SAFE ENVIRONMENT

Aim:

- To ensure safety and effective supervision of children at all times.
- To guide and direct staff, carers and children's behaviour to promote, support and develop health, safety and welfare.

Explanation

- It is important that staff are able to supervise children at all times during the day.
- Staff will organise rooms and environments to minimise risk to children.
- Whilst a child is at the service, all reasonable precautions will be taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury/illness.

Implementation:

- Staff will appropriately consider children's views and wishes about matters affecting their lives.
- Staff will consider the design and arrangement of children's environments to support active supervision both indoors and outdoors
- Staff support each other and relief staff to make decisions about when children's play needs to be interrupted and redirected and how to undertake active supervision.
- Staff will check the sign-in sheets to ensure all children are signed in and out accordingly and keep account of group numbers. At the conclusion of the day, staff will inspect the premises to verify all children have been collected. Staff sign the sign in sheet at the bottom.
- Staff will refer to policies to ensure WH&S compliance and follow procedures for emergencies and excursion.
- Staff will conduct a regular playground check to maintain the environment and equipment and minimise or remove any potential risks. Staff sign safety check list.
- Staff will ensure only authorised persons collect children from the premises as indicated by the enrolment form. Any unauthorised persons must provide photographic identification and staff must have verbal/written permission from the child's parent/carer before the child leaves the premise.
- A child must never be left unattended on a change table or mat. This includes staff moving to reach something. A hand must be held on the child at all times.
- Infants must be buckled into highchairs at meal times.
- Cot sides must be raised when children are in them.
- Children must never be left unattended when eating (choking is often silent).
- Children must be within sight or hearing at all times including the bathroom and during rest times.
- Students, volunteers and visitors should **not** be given the sole responsibility for supervision.
- Staff must communicate effectively when they leave an area that requires ongoing supervision.
- Staff must conduct risk assessment of service environment at least annually. ie. New equipment.

This policy links to the following:

National Quality Standards: 2.3

Education and Care Service National Regulations 2011: 99, 158 and 168

Education and Care National Law Act 2010: Section 165 and 167