



NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

CHILD SAFE ENVIRONMENT

AIM:

- To ensure effective supervision of children at all times.
- To ensure that the health, safety and wellbeing of children at the service is protected at all times;
- To ensure that people educating and caring for children at the service act in the best interests of the child;
- To protect and advocate the rights of all children to feel safe, and be safe, at all times;
- To maintain a culture in which children's rights are respected;

EXPLANATION:

- All children have the right to experience quality education and care in an environment that promotes opportunities to thrive with adults who safeguard and advocate for their health, safety, security and wellbeing
- 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:

The Physical Environment

In order to promote a safe physical environment, we will:

- Ensure all equipment and materials used at the service meet relevant safety standards.
- Remove, repair or replace in a timely manner, worn or damaged structures, equipment and resources which may provide a safety risk for children.
- Ensure learning environments are established to provide appropriate child groupings, sufficient space, and include carefully chosen and well-maintained resources and equipment.
- Organise indoor and outdoor spaces to ensure risks to the health and safety are minimised.
- Conduct a risk assessment of the service environment on a quarterly basis to determine any risks to children's health and safety.
- conduct a regular playground check to maintain the environment and equipment and minimise or remove any potential risks. Staff sign safety check list.
- Never leave a child 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.
- Ensure infants are buckled into highchairs at meal times.

- Ensure cot sides are raised when children are in them.
- Ensure sleeping children are supervised at all times.
- Ensure children are never left unattended when eating (choking is often silent).
- Ensure children are within sight or hearing at all times including the bathroom.
- Ensure students, volunteers and visitors are not given the sole responsibility for supervision.
- Ensure staff communicate effectively when they leave an area that requires ongoing supervision.
- 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.
- Review risk assessments after any serious incident report is made to the Regulatory Authority.
- Ensure smoking is banned within the grounds of, and within four meters of any entrance of an enclosed public space.

STAFFING AND SUPERVISION:

- Ensure that sufficient numbers of educators are employed to ensure adequate supervision of children at all times.
- Ensure staff are made aware of any court orders that become effective and follow all necessary precautions according to the court order for the safety of the child.
- Manage rosters to ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements.
- Ensure screening and suitability of staff, volunteers as per the legislation and policy at the time of employment and as part of an ongoing process.
- Leaders will respond proactively to emerging staff performance concerns.
- Staff will ensure all children are signed in and out accordingly and keep account of group numbers throughout the day.
- At the conclusion of the day, staff will inspect the premises to verify all children have been collected.
- Staff will refer to policies to ensure WH&S compliance and follow procedures for emergencies and excursion.

This policy links to the following:

National Quality Standards: 2.3

Education and Care Service National Regulations 2018: 99, 158 and 168

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