



<b>POLICY:</b>	<b>CHILD-SAFE ENVIRONMENT</b>
<b>2B.02</b>	

**1. Policy Objective:**

To ensure that every reasonable precaution is taken to protect children and adults from harm within the Service environment.

**2. Explanation:**

Systems need to be in place to identify and correct potential safety issues and to ensure that all areas of the Service are regularly maintained. This will be through planned contracts, checklists, audits, written reporting systems and a planned maintenance program.

**3. Implementation:**

The following processes will be followed:

- 3.1. All staff/educators will have an Induction that includes information about Work, Health and Safety obligations and responsibilities.
- 3.2. All staff/educators will have knowledge of the Education and Care Services National Law and Regulations
- 3.3. Each Service will have a copy of the National Law and Regulations to view.
- 3.4. All staff/educators will be responsible for checking the safety of the building, grounds and equipment on a daily basis, to ensure no foreign or dangerous items are within the children's environment. Documentation will be completed to demonstrate the checks have been completed.
- 3.5. General Safety within the building includes, but is not limited to –
  - 3.5.1. power points are out of reach of children and/or covered with safety plug
  - 3.5.2. all electrical cords are out of reach of children
  - 3.5.3. climbing equipment/swings are securely anchored
  - 3.5.4. equipment accessible to babies and toddlers must be larger than 40mm (D-sized battery) to avoid being swallowed
  - 3.5.5. broken equipment is removed from use
  - 3.5.6. equipment not currently in use will be stored in an organised and accessible way
  - 3.5.7. polystyrene products and plastic bags not accessible to children
  - 3.5.8. the rooms are clean, with no food residue in evidence
  - 3.5.9. no signs of spiders, vermin or infestation
  - 3.5.10. soiled nappies and clothing are correctly dealt with and stored away from children
  - 3.5.11. chemicals are stored securely and out of reach of children in locked cabinets
  - 3.5.12. all chemicals/poisonous substances are labelled with contents and Safety Data Sheets (SDS) are available where the chemicals are stored
  - 3.5.13. cupboards where chemicals and dangerous items are stored are labelled and locked
  - 3.5.14. medications are out of reach of children and stored correctly
  - 3.5.15. medications needing refrigeration are stored in a locked container in the fridge
  - 3.5.16. no sharp utensils or items within reach in the children's rooms
  - 3.5.17. children are supervised by employed staff members at all times
  - 3.5.18. correct staff/educator: child ratios maintained at all times
  - 3.5.19. no dangerous or poisonous plants growing in the gardens or in pot plants
  - 3.5.20. the building is cleaned on a daily basis according to a written cleaning schedule

- 3.5.21. no hot drinks within the children's areas
- 3.5.22. children released to authorised persons only
- 3.5.23. prohibiting the use of amber necklaces and bracelets (health warning about these items) or any jewellery containing dangling or beaded elements.
- 3.6. The annual budget will have an allocation of funds for programmed maintenance of building, outside areas, outdoor equipment and electrical equipment plus regular pest control.
- 3.7. Items purchased will meet the Australian Standards, where applicable.
- 3.8. The Service will have a table of planned maintenance work. The Children's Service Manager will assist the Service Leader to ensure that the work is carried out when due and to the agreed standard.
- 3.9. Any non-compliance issues are to be reported to your Children's Services Manager for action.
- 3.10. The Service Leader will have discretionary power to organise repair and maintenance of other equipment, as per the budget.
- 3.11. The Service Leader will contact their Children's Services Manager (CSM) for approval of larger repairs PRIOR to any work being carried out. This is for all Services whether locally or centrally managed. Quotes may have to be obtained before work is authorised by the CSM.
- 3.12. Planned maintenance of the building will be carried out (e.g. painting) according to a central timetable devised from assessed needs of each Service.
- 3.13. Where a building is leased from a school/college/congregation, the owner of the building may take responsibility for some maintenance items and/or may need to give permission PRIOR to any work being undertaken. The Children's Service Manager will assist the Service Leader to liaise with the school/college/congregation.
- 3.14. The budget will include an amount for planned replacement of whitegoods and program equipment each year.

**Evaluation:**

This policy will be reviewed and updated (if needed), at least every two years, by the Early Childhood Team, following input from all stakeholders.

**Associated Documents:**

All associated documents can be found in the Administration and Work Health and Safety sections of the QLECS Forms and Documents

**Related Policies:**

- 2A.02: Food Safety
- 2B.03 Child Protection and Risk Management
- 2B.06: Excursions and Visitors
- 3.03: Hazard Identification and Risk Management
- 3.07: Toxic Chemicals, Environmental Issues
- 3.08: Work, Health and Safety

**References:**

**Legislation:**

Education and Care Services National Law 2011; 173  
Education and Care Services National Regulations 2014: Regulation 167 and 168 (2) (h)  
Work, Health and Safety Act 2011

**Websites:**

Kidsafe [www.kidsafe.org.au](http://www.kidsafe.org.au)  
Workplace Health and Safety Qld [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)  
Worksafe Victoria <https://www.worksafe.vic.gov.au/>  
SafeWork NSW  
<http://www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation>