

CHILD SAFE ENVIRONMENT POLICY

Aims:

Kyabram P-12 College After Hours Care Centre has a moral and legal responsibility to ensure that all children are safe in their care, and will provide guidance for providing a child-safe environment for children enrolled in and attending the early childhood program.

Rationale:

This policy will provide guidelines for:

- Providing environments and equipment for children that are suitable and take all reasonable steps to ensure that they are maintained for the child's safety and wellbeing.
- Practice, based on a partnership approach and shared responsibility for children's safety, wellbeing and development.
- Fulfilling their duty of care by protecting children from any reasonable, foreseeable risk of injury or harm.

Implementation:

Kyabram P-12 College is responsible for:

- Ensuring that Staff are aware of these requirements and their responsibilities.
- Ensuring that each child that is enrolled with Kyabram P-12 College After Hours Care has access to adequate furniture, materials and developmentally appropriate equipment, suitable for the education of that child, including a range of abilities.
- Ensuring that only the correct amount of children are enrolled at each centre that comply with space requirements.
- Ensuring that there are safe, adequate, age appropriate toilets, washing and drying facilities at each centre.
- Providing toilet and bathroom facilities that are well maintained.
- Ensuring that there is adequate ventilation and natural light in each centre.
- Providing adequate space to perform administrative duties, or to provide private discussions with families.

The qualified staff are responsible for:

- Providing safe and clean equipment and furniture that is suitable for purpose.
- Ensuring all equipment or furniture that is found to be broken or not suitable for purpose is repaired or removed from the service.
- Ensuring that any equipment or furniture that is found to be dirty or soiled is cleaned prior to being returned to use in the service.
- Ensuring that each child that is enrolled with the centre, has access to adequate furniture, materials and developmentally appropriate equipment, suitable for the education of that child.
- Notifying Kyabram P-12 College staff of additional resources that are required for the care of children at the service.
- Ensuring that toilet and bathroom facilities are maintained, and notifying Kyabram P-12 College staff as soon as repairs are needed.

- Ensuring that there is adequate ventilation, natural light and that the centre is maintained at a temperature that ensures the safety and wellbeing of enrolled children.
- Ensuring that outdoor space is set up in a way that enables supervision at all times, adequate shade and exposure to natural environment such as plants, grass and sand.
- The OSHC room will be clean and tidy at all times, including vacuuming daily, benches wiped daily.
- Objects will be returned to their correct place at the end of each session.
- Pathways will be kept clear to ensure evacuation is possible in case of emergency.
- Playground equipment used by the service will be aged appropriate.
- Playground equipment will meet current Australian standards.
- Use of sharp objects, for example scissors will be used under supervision only.

Parents/guardians are responsible for:

- Ensuring that they report any hazards or items that are damaged, unclean or not suitable for purpose to staff as soon as possible.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

RATIFIED BY COLLEGE COUNCIL

_____ Date: 15/05/2018
School Council President

Review Date October 2021

