



Providing a Child Safe Environment

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.

Aims:

Kyabram P-12 College OSHC 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.

Implementation:

Kyabram P-12 College OSHC 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 Outside School 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 number 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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	August 2023 College Council August 2023 College Newsletter
Approved by	College Council
Next scheduled review date	June 2026