



Providing a Child Safe Environment

POLICY STATEMENT:

Lake Mac Newy OOSH provides an environment that ensures the safety, health and wellbeing of children at all times. The welfare and protection of all children is of paramount importance. Educators will maintain the premises and equipment, adhere to procedures regarding safe practices and operate in line with legislative requirements relating to child protective practices and the Education and Care Services National Regulations and Law. Educators and management are aware of their legal responsibility as Mandatory Reporters to take action to protect and support children they suspect may be at significant risk of harm. Educators will ensure that children are adequately supervised at all times and that every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury or trauma (National Quality Standards 2.3.1 & 2.3.2).

PROCEDURES:

Managing the Facility

- **SECURITY:**
 - Only approved educators and management members will be given a key to access the building and equipment areas.
 - A key register will be maintained that indicates the person's receipt of the key, date received, and date returned on completion of employment or completion of term as member of Management. If the service is situated on a school site, service will adhere to key registry requirements of the school.
 - Extra keys will only be cut after agreement by the management and a record made of where they are.
 - All monies and important documents will be kept in a lockable place and access will only be permitted by approved staff and management members.
 - Educators will ensure that the building is left in a secure manner before leaving and all windows, cupboards, safe, and other relevant areas are locked. All heating and lighting is off and all doors properly secured including deadlocks.
 - Educators will inform the police and Management as soon as possible if there has been a break into the service of any kind.
 - Educators will remain at the service until the police arrive or inform them of what to do.

- **BUILDINGS, EQUIPMENT AND MAINTENANCE:**
 - Equipment will be chosen to meet the children's developmental needs and interests. There will be sufficient access to furniture, materials and developmentally appropriate equipment suitable for the education and care for each child.
 - Service premises and all equipment and furniture will be maintained in a safe, clean condition and in good repair at all times.
 - Children will be provided with adequate, developmentally and age-appropriate toilet, washing and drying facilities. These will enable safe use and convenient access by children.
 - There must be no damaged plugs, sockets, power cords or extension cords
 - All plug sockets shall be maintained as child safe and power point covers used and checked as a part of the daily WH&S Checklist.
 - Electrical appliances shall be in good working order.
 - Electrical circuit breakers will be installed and be maintained.



- Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.
- Management will contact Cardiff South Primary School to inform of any safety problems to arrange fully licensed and insured trades persons.
- All contractors should have their own public liability insurance.
- The service and equipment will be regularly checked to ensure that they are in a good and safe condition, comply with relevant Australian Standards and have appropriate soft-fall surfacing maintained.
- Equipment will be regularly washed and cleaned.
- Recycled craft materials should be checked for potential hazards including food allergies.
- Educators should ensure safe handling of all tools if used as part of any activity. (Please see Risk Assessment Policy)
- Families will be encouraged to notify educators of any safety issues they observe.
- Anything that requires maintenance is to be reported to the Nominated Supervisor as soon as possible & documented on the daily WH&S checklist
- Faulty equipment should be removed, or protective barriers should be placed around any dangerous materials, equipment or building sites.
- A maintenance book / computer register will be kept that records any maintenance that needs to be addressed within a timely manner.
- A maintenance registrar document will be provided on the computer or book to allow staff and volunteers to identify maintenance issues. Staff and volunteers will be encouraged to identify:
 - The type of problem
 - Date that it was observed
 - Who notified the Nominated Supervisor and when?
 - What was done to rectify the problem?
 - Date repaired
 - Tradesperson employed to repair the problem
- For urgent repairs the Nominated Supervisor or Responsible Person will contact the Approved Provider to organise a contractor to attend to the problem.
- Non-urgent repairs will be recorded in the maintenance book. The Nominated Supervisor will note this in their report and bring it to the attention of management at the next meeting. Management and the Nominated Supervisor will organise to rectify the problem.
- For major repairs a minimum of three quotes will be sought and reviewed by management who will make a decision on a further course of action. The Nominated Supervisor or someone with management control may obtain the quotes.
- Maintenance matters should be regularly reported to the persons with management or control of the Service and maintenance reviews should be discussed with the Approved Provider.
- It is the responsibility of management, once a problem has been raised, to ensure that it is rectified in the most efficient manner and that the service is safe for educators and clientele.
- Should the Service be considered unsafe or as being a health risk, then the Service will be closed, until the problem has been rectified. Notice will be given to all relevant parties.



- The service will have an appropriate number of first aid kits that are suitable to the ages and needs of the children attending. The first aid kit will be well stocked and be easily recognised and accessible at all times.

- **STORAGE:**

- A storage system should be devised that ensures easy access and un-cluttered storage of all equipment.
- Storage areas will be cleaned and tidied at least twice a year or when seen as necessary.
- Play equipment and toys should be easily accessible to all children during the operating hours of the service.
- Children will show respect for the equipment and be encouraged to pack equipment away that they have used to avoid trip hazards.
- All equipment is to be neatly packed away at the end of each session.
- Craft equipment will be stored in a separate area, children should ask permission before removing any craft equipment, such as paints and glues etc. which has not been set up by the staff.
- All craft equipment is to be properly washed and cleaned before storage.
- A separate storage shed will eventually be available for sporting and large outdoor equipment to prevent clutter. Children must be always supervised in the shed and it must be locked when not in use.
- All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications should be stored in the designated secured area which is inaccessible to the children. Educators are responsible to ensure that these areas remain secure and that they do not inadvertently provide access to these items.
- Kitchen and other refuse areas will be provided with lidded facilities that are cleaned and emptied daily.
- Educators and management will ensure that all family records are kept in a nominated secure place, ensuring that records are kept confidential and not left accessible to others during the course of the daily operations.

- **ONLINE SAFETY AND ENVIRONMENT:**

- Our OOSH Service is committed to creating and maintaining a safe online environment with support and collaboration from children, educators, staff, families, and the community. Management ensures that anti-virus and internet security systems are installed to block access to unsuitable websites, newsgroups, and chat rooms.
- Ensures backups of important and confidential data are made regularly and stored securely offline, or online. Software and devices are updated regularly to avoid any breach of confidential information.



- Authorisation is requested as part of the enrolment process for children to use computers/tablets; have their photo taken and published as part of promotional marketing or on the app program used by the Service. The identity of a child is not published on any platform.
 - Personal mobile phones or any personal electronic device are not used to take photos or videos of children. Only Service-issued electronic devices are used, and strict controls are in place to ensure the appropriate storage and retention of images and videos of children.
 - Only educational software programs and apps that have appropriate content and have been examined prior to allowing their use are used in the Service. Children are always supervised using any technology.
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- **VENTILATION, TEMPERATURE AND NATURAL LIGHT:**
 - All heating and cooling systems will be of good quality and checked regularly to ensure safety and reliability.
 - All heating and cooling systems and power cords will be kept in a safe area and away from children.
 - Educators will take individual needs and specific activities into account when ensuring that heating, ventilation levels are comfortable.
 - Should educators, children or families complain about the temperature in the service not being at a comfortable level, this matter will be drawn to the attention of management and steps will be made to address the problem.
 - Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening and protection from bugs and insects.
 - Where activities involve toxic materials such as paints and glues, staff are to ensure there is adequate ventilation before undertaking the activity.
 - Windows are to be opened during operation of the service unless closed to protect from extreme weather conditions.
 - Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.
 - In areas made available for children's homework or other fine detail, natural light will be made available where possible and good overhead lighting provided.
 - Adequate light will be maintained both indoors and outdoors. A security light will be placed at the entrance to the service that clearly provides unobstructed view of the door and surrounding areas.
 - Outdoor lighting will be suitable so that families, staff and children can enter and exit the building without any unsafe dark areas.



- **PEST CONTROL:**

- Equipment and especially food items will be properly stored so as not to attract pests and vermin.
- Garbage/compost bins and disposal areas will be emptied and cleaned daily.
- Kitchen, food preparation areas and storage will be cleaned and maintained daily.
- All areas will be checked daily for any signs of pests or vermin.
- Should any pests or vermin be identified then action should be taken to rid the service of the problem by:
 - Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products.
 - Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children.
 - Other methods such as the employment of a pest control company if deemed necessary by management where the above methods have failed.
- If urgent, Management may obtain a contractor to address the problem.
- If non urgent, the Nominated Supervisor will bring the problem to the attention of management in their report and management will decide on the appropriate course of action.
- All families will be notified of any use of substances that may pose a risk to children.
- Any use of chemical products should only be conducted outside the hours of the children and educators' presence in the building.
- All action will be taken to remove the children, educators, families and visitors from the environment for as long as is safe and viable.

Managing the indoor and Outdoor Environment:

- **INDOOR ENVIRONMENT:**

- The indoor environment will be smoke and vape free in line with following schools' rules relating to no smoking or vaping within school grounds. No smoking/vaping notices will be prominently displayed.
- The Nominated Supervisor will only enrol the number of children in the service, which can comfortably fit into the building space and in accordance with the National Regulations.
- A Risk Assessment on the indoor environment will be developed to identify any potential risks to children's health and safety.
- Where children are indoors for long periods due to weather conditions, special activities will be planned, and other areas sought to disperse the group such as school COLA and verandas.
- Separate areas in the indoor environment will be provided for:
 - Signing children in/out of the service.
 - Collection of fees, answering phones, and maintaining daily records.
 - Educators and families to talk in confidence.



- Children to store their bags and belongings.
 - Storage of equipment, food, dangerous materials, and family records.
 - Preparation of food and drinks.
 - Kitchen and other refuse.
 - Cleaning of equipment.
 - Male and female toilet, hand basins and hand drying facilities.
 - Creative and other activities.
 - Large and small group activities.
 - Display of children's activities and work.
 - Quiet space for children to retreat to or do homework or lie down if unwell.
- The indoor area is to be set up to allow children to participate in a variety of experiences with easy access to equipment. Drawing paper and other materials will be made available to the children at all times.
 - Easy access to areas should be maintained by making clear easily definable passageways and walkways through the building.
 - Staff will ensure that children properly store their bags and that bags and other items are not thrown into walkways or play areas.
 - All items obstructing areas are to be removed and placed in the correct storage areas.
 - Areas must be set up to ensure that proper supervision can be maintained at all times.
 - Access to the outdoor environment should be clear and easily accessible by the children and staff.
- **OUTDOOR ENVIRONMENT:**
 - The outdoor environment provides each child with at least 7 square metres of unencumbered outdoor space in compliance with National Regulation 108.
 - The outdoor environment will be smoke and vape free in line with following schools' rules relating to no smoking or vaping within school grounds. No smoking/vaping notices will be prominently displayed.
 - A Risk Assessment on the outdoor environment will be developed to identify any potential risks to children's health and safety.
 - The outdoor space will be inspected daily for any obstacles or dangerous items and the hazard check will be recorded.
 - Any hazardous items will be disposed of in a safe and careful manner prior to the children playing in the area.
 - The outdoor space will be set up in a variety of ways to encourage participation.
 - Areas will be made available where children can play in large or small groups or by themselves.
 - Active Supervision should be properly maintained. Children are only to play in areas that are clearly visible to educators, and where child/educator ratios are maintained.
 - Clear boundaries shall be set and enforced.



- When it is necessary to go outside the boundaries or line of supervision, an educator must accompany children.
- Adequate shade via trees and coverings will be maintained.
- As far as possible, activities will be set up in shaded areas.
- Use of other outdoor venues will be considered where access to the area is safe, adequate supervision can be maintained, the area is considered of value to the children's physical development and personal comfort, and where adequate staff/educator ratios can be maintained.

- **Prohibited Use of Tobacco, Illicit Drugs and Alcohol**

Our service is strictly tobacco, illicit drug and alcohol free.

In order to keep children, educators, families and visitors free from the dangers of drugs, alcohol, tobacco smoke and other smoke, including illegal substances, the following rules apply:

1. The consumption of tobacco, drugs and alcohol is prohibited in all areas of the service including:
 - a) Inside the school hall.
 - b) Outside including the playground.
 - c) Outside in the school carpark.
 - d) Anywhere within school grounds including buildings.

2. Smoking and the consumption of alcohol is also prohibited:
 - a) On incursions or excursions at any point during the event.
 - b) While travelling with a child.
 - c) At educator meetings.
 - d) At parent meetings.

* Under no circumstances will any person attend the service if they are affected by alcohol or drugs, including prescription medication, if in any way the consumption of these items impairs an individual's capacity to supervise, educate or care for children.

Child Protective Practices

- **MANDATORY REPORTING:**

- A Mandatory Reporter is anybody who delivers services to children as part of their paid or professional work.
- In OSHC services mandatory reporters are:

Educators and volunteers that deliver services to children
Management, either paid or voluntary.

- Educators are mandated to report to the Child Protection Hotline on 132 111 if they have current concerns about the safety or welfare of a child relating to section 23 of the NSW Children and Young Persons (Care and Protection) Act 1998.
- See the Child Protection policy for more information.



Visitors and Contractors:

- Visitors and contractors that have scheduled a visit to the service will be requested to make themselves known upon arrival and they will be required to sign a visitor register. The visitor register will also be used in an emergency evacuation (refer to emergency evacuation policy).

The visitor register will have the following:

- Date
- Name
- Time in and time out
- Purpose of visit
- Signature
- Educators will request to sight identification for any visitor or contractor not known to them.
- The service will provide an induction protocol for all educators to use with visitors and contractors.
- Regular visitors and contractors may be requested to hold a current working with children check.
- Visitors or contractors will not be left unattended with children in the service at any time.
- If there are any visitors to the indoor or outdoor environment that may pose a risk to the children’s health and wellbeing the service will follow the Lock Down or Emergency Evacuation policies.
- Families will be asked to be vigilant, and aware of unknown visitors to the service and to direct them to educators accordingly.

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/ Documentation	Other
S162, 165, 166, 167, 169, 170, 171, 174 R77, 82, 83, 84, 85, 86, 87, 89, 97, 98, 99, 100, 103, 105, 107, 108, 109, 110, 114, 115, 168, 170, 175, 176.	Standards 2.1, 2.2, 3.1, 4.1, 7.1 Elements 2.1.1, 2.1.2, 2.2.1, 2.2.2, 2.2.3, 3.1.1, 3.1.2, 4.1.1, 7.1.2 Child Safe Standards 1, 4, 5, 7, 8, 10	<ul style="list-style-type: none"> - Health and Safety policies and procedures - Staffing policies and procedures - Technology - Privacy - Confidentiality - Code of Conduct - Digital Device and Social Media Use 	<ul style="list-style-type: none"> - NSW Children and Young Person’s (Care and Protection) Act 1998 - Commission for Children and Young People Act 1998 - Child Protection (Prohibited Employment) Act 1998 - Office of the Children’s Guardian - NSW Department of Community Services Mandatory Reporting Guidelines - NSW Child Protection Interagency Guidelines (2006) - Legislation Amendment (Wood Inquiry Recommendations) Act 2009 No 13



			<ul style="list-style-type: none">- Keep Them Safe – Information session/ overview participants manual 2009/ 2010- My Time, Our Place.- Parent handbook- Staff handbook- Risk Assessments- Safety Checks
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ENDORSEMENT BY THE SERVICE:

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