

Providing a Child Safe Environment

NQS 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.

NQS 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

NQS 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

NQS 2.2.3 Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

NQS 3.1.2 Premises, furniture and equipment are safe, clean and well maintained.

NQS 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

Introduction

Supervision is part of the duty of care that require educators to attend to children at all times. Supervision, together with thoughtful design, assessment and arrangement of children's environments, can prevent or reduce the severity of injury to children. Children often challenge their own abilities, but are not always able to recognise the potential risks involved. Educators need to actively supervise children and assess and identify risks to minimise injury.

Procedures

Approved Provider will:

- Ensure the service complies with the National Law and National Regulations at all times
- Ensure staff have access to relevant professional development.

Staff and Educators will:

- Ensure that children are actively supervised at all times;
- Ensuring that no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at the service.
- Organise rooms and environments to minimise risks to children;
- Monitor and minimise hazards and safety risks in the environment;
- Implement our *Child Protection* and our *Incidents, Injury, Trauma, Illness Policies*; and
- Take every reasonable precaution to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.
- Practice emergency evacuations and lock down procedures with the children as required.
- Raise concerns when barriers or threats to the protection of children and young people's safety and wellbeing are identified, including through the conduct of other adults at the site/service.
- Follow all record keeping requirements.

Procedures

Supervision

The Approved Provider will:

- Ensure that sufficient numbers of educators are employed to ensure adequate supervision of children at all times; and
- Adopt policies and procedures to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

The Nominated Supervisor will:

- Draw up rosters to ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements and to ensure adequate supervision of children at all times;
- Engage casual staff as needed by first utilising the Glenaeon inducted casual staff list and then agency staff;
- Ensure that the staff are aware of the need for adequate supervision of children at all times. This may include the development of supervision charts for outdoor or indoor areas; and
- Ensure policies designed to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury are implemented and that all staff are aware of these policies and procedures.

Actively

Educators will:

- Actively supervise children within their room/group at all times by:
 - Careful positioning of staff to maximise their supervision area
 - Avoid putting their backs to children
 - All situation are assessed in accordance to each child's development and staff understand the need for balance of close supervision and independent play
 - Replacing staff if a staff member needs to move away from a supervised area
 - Avoiding taking part in other activities that distract them from supervision
 - Reiterating safety rules to children
- One staff member outside must have the full vision from the back corner near the shed unless an alternate strategy is set up.
- There must be 2 staff members with children at all times.
- The educators must be within reasonable view of each other e.g. Vision from classroom to bathroom and standing in bathroom doorway when required, checking visibility when children build a cubby.
- All changeovers for breaks must be consciously handed over with a verbal acknowledgment and a sign in at the *Working Directly With Children* form. This includes After Hours handover which goes in Room 1 book.
- The Floater, Director or Administrator can be called in if an educator needs to attend to something that compromises supervision safeguards.

- Kitchen preparation must be done before children arrive, with the children using the safety gates when a risk is present, after children leave or by the floater when not working directly with children. Educators cannot go inside to complete cooking tasks without replacement supervision. They can call the floater or office staff, or do it after their tea break time while being relieved.
- Lines of visibility after sleep time must be of a reasonable possibility through windows and an open door when one staff member and children start to move outside.
- The outside bathroom must be latched open all day. Only preschool children may use it. Families, siblings, visitors and staff must use the cottage bathroom.
- During After Hours Care (3.30-4.30) the educators remain together or in sight of each other.
- Inform the Nominated Supervisor whenever supervision is inadequate within their room to ensure the health and safety of all children.

Organisation of Rooms and Environments

The Approved Provider will:

- Make sufficient allowance within budgets to allow for the replacement of worn and damaged equipment and resources which may provide safety risk for children; and
- Make sufficient allowance within budgets to allow the adequate maintenance of all indoor and outdoor environments.

The Director/Nominated Supervisor will:

- Organise rooms and groupings to enable adequate supervision of children and so to minimise the risk to children; and
- Notify repairs and maintenance to equipment and environments in a timely manner and follow up with Maintenance staff.
- Ensure evacuations and lock downs are practiced with staff and children as required.

Educators and staff will:

- Organise indoor and outdoor spaces to ensure risks to the health and safety are minimised; and
- Complete a safety check list for the indoor and outdoor environment daily.
- Maintain outside areas and clear them of rubble, garden debris and lock away all garden equipment.
- Discuss safety issues with children and where appropriate involve them in setting safety rules.
- Rake sandpits daily.
- Identify any risks to health and safety and inform the Director/Nominated Supervisor of repairs and maintenance needed within the service to ensure the health and safety of children.
- Practice evacuations and lock down drills in line with procedures.

Risk Assessment

The Director/Nominated Supervisor/Compliance Coordinator will:

- Develop risk assessments for activities that pose a risk of injury or ill health to weigh up whether enough precautions have been taken to prevent harm.
- Review risk assessments annually or as needed.
- Conduct a safety audit of the service environment on a quarterly basis to determine any risks to staff and children's health and safety.
- Analyse and evaluate the risks associated with identified hazards;
- Determine appropriate ways to eliminate or control identified hazards; and
 - Review the risk assessments after any serious incident report is made to the Department of Education and Communities.

Educators and staff will:

- Report any risks or hazards within the service to the Director/Nominated Supervisor as soon as possible.
- Be actively involved in the development and review of risk assessments.

Child Protection

The Approved Provider, Nominated Supervisor and Educators and Staff will comply with the requirements of the service's child protection policy to ensure the minimisation of children's risk to harm. Refer to *Child Protection Policy*.

Sources

- Revised National Quality Standard
- Guide to the National Quality Standard (3) ACECQA (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011

Evaluation

Children are healthy and safe at our service and the number of serious health and safety incidents is reduced over time.

Review

Date Reviewed	Modifications	Next Policy Review Due
Feb 2013 Nov 2013 Oct 2014 Jan 2016	Reviewed in line with compliance coordinator role	
May 2017	<ul style="list-style-type: none">• Addition of 'actively' when referring to supervision• Minor changes to wording	May 2018

	<ul style="list-style-type: none"> • Addition of points relating to the conduct of evacuations and lockdowns • Additional points relating to risk assessments. 	
Feb 2018	<ul style="list-style-type: none"> • Updated the references to comply with the revised National Quality Standard. 	Feb 2019
April 2019	<ul style="list-style-type: none"> • Add procedures for the Approved Provider and additional procedures for the Educators and staff. 	April 2020