



Health and Safety Policy

Early Childhood Services can be a high-risk environment for incidents and accidents to children, families, Educators and visitors. Our Service is committed to maintaining a safe and healthy environment through comprehensive policies and procedures, managing risks and hazards appropriately and effectively.

National Quality Standard (NQS)

Quality Area 2: Children’s Health and Safety		
2.1	Health	Each child’s health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
73	Educational programs
74	Documenting of child assessments or evaluations for delivery of educational program
75	Information about the educational program to be kept available
76	Information about educational program to be given to parents
82	Tobacco, drug and alcohol-free environment
86	Notification to parents of incident, injury, trauma and illness
99	Children leaving the education and care service premises
102	Authorisation for excursions



103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing and security
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
107	Space requirements—indoor
108	Space requirements—outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
111	Administrative space
112	Nappy change facilities
113	Outdoor space—natural environment
114	Outdoor space—shade
115	Premises designed to facilitate supervision
158	Children’s attendance records to be kept by approved provider
168	Policies and procedures are required in relation to enrolment and orientation
171	Policies and procedures to be kept available

RELATED POLICIES

- | | |
|--|---------------------------------|
| Administration of Medication Policy | Nappy Change & Toileting Policy |
| Child Protection Policy | Orientation for Families Policy |
| Control of Infectious Diseases Policy | Physical Environment Policy |
| Delivery of, and collection from Education and Care Service Premises | Sleep and Rest Policy |
| Emergency Evacuation Policy | Sick Children Policy |
| Governance Policy | Sun Safety Policy |
| Immunisation Policy | Water Safety Policy |
| Incident, Illness, Accident and Trauma Policy | Work Health and Safety Policy |

PURPOSE

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place to ensure the health, safety and wellbeing of children, staff and families. We aim to protect the health, safety and welfare of children, educators, families and visitors of the Service by complying with current health and safety laws and legislation as outlined in this policy.



SCOPE

This policy applies to children, families, staff, management, the approved provider, nominated supervisor, students and visitors of the Service.

IMPLEMENTATION

New work health and safety (WHS) laws have commenced using consistent WHS legislation instead of previous OH&S laws:

- Commonwealth
- New South Wales

The National Quality Framework establishes the standards and learning frameworks to provide high quality inclusive education and care in early and middle childhood settings, which can only occur in a safe and healthy work environment. The NQF makes few references to work health and safety legislation as it underpins this framework. *"Quality Area 2... reinforces children's right to experience quality education and care in an environment that provides for their health and safety."* P: 138, 2020.

Thorough work health and safety policies, procedures and practices ensure that:

- Management fulfils its responsibility to provide a safe work place, without any negative impact on the health and wellbeing of employees;
- Employees meet their health and safety obligations and are safe in the workplace; and
- The work environment supports quality early education and care.

We are dedicated to ensuring that all health and safety needs are met through the implementation of a high standard of hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illness and to provide a safe and secure physical environment for children. In any occurrences where children show any signs of illness, accident, injury or trauma, educators will refer to the *Incident, Illness, Accident & Trauma* Policy.

The importance of children's nutritional and physical health needs will be promoted by educating children about a healthy lifestyle which will be reinforced through the everyday routine and experiences. Information on health, hygiene, safe food and dental care principles and practices will be displayed at the Service to provide families with further information.

We believe in quality education and care in an environment that provides for all children's protection through adequate supervision, safe experiences and environments, and vigilance to potential risks. Educators at the Service are dedicated to understanding their legal and ethical responsibility to protect the children enrolled at the Service. Our *Work Health and Safety Policy* provides further detail about Hazard Reduction and Risk Minimisation.



Choosing Appropriate Resources and Equipment

- The Approved Provider will be ultimately responsible for any purchases of equipment.
- Educators will document any equipment that needs maintenance on a prioritised basis in the maintenance register.
- Resources and equipment will be chosen to reflect the cultural diversity of the Service's community and the cultural diversity of contemporary Australia.
- The Service will encourage input from families regarding toys and equipment at the Service.
- All new equipment will be checked against Australian Safety Standards
- Children will be carefully introduced to new toys and pieces of equipment and taught how to use and care for them appropriately.
- Equipment that should only be used under supervision will be stored in a safe place out of children's reach.
- The use of toys or equipment which involves the use of water will be used under the direct supervision of educators. All equipment will be emptied of water when not in use, and stored in such a manner that it cannot collect water.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition which will be recorded on the appropriate indoor and outdoor safety checklist.
- The Approved Provider will advise educators and parents about the purchase of new equipment and ensure a risk assessment has been conducted.

The children's learning environment

- The Room Leader will keep a record in their diary of any changes that are made to the physical environment, such as rearranging of rooms etc to show continuous improvement.
- The Room Leader will document the links between the arrangements and choice of resources and equipment and the children's learning in the program.

On-going Maintenance

- The Service will reflect on the environment and establish a plan ensuring that the environment continuously complies with our philosophy of providing a safe and secure environment that is stimulating and engaging for all who interact with it.
- The Approved Provider/Nominated Supervisor will also ensure that the Service and its grounds comply with Local Government regulations, and regulations regarding fire protection, natural and artificial lighting and safety glass.
- Should the Service undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the Service is not compromised.



Safety Checks

A daily inspection of the premises will be undertaken which will include the:

- Service Perimeters
- Fences/Fence Line
- Gates
- Paths
- Buildings
- All rooms accessible by children
- Fixed equipment
- Sand Pit

This must be done in order to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals. To ensure best practice, the daily safety checks will be conducted prior to the children accessing areas in the Service.

Similarly, trees in the grounds must be checked regularly for overhanging, dead or dangerous looking branches as well as checked for any infestations or nests.

The Service will have regular pest inspections carried out by an accredited pest control company. Documentation of these inspections will be kept and any findings from the pest control check will be carried out in line with the recommendation of the pest control company.

The Indoor and Outdoor Daily Safety Checklists will be used as the procedure to conduct these safety checks. A record of these will be kept by the Service. Any required maintenance will immediately be reported to the Approved Provider/Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

Cleaning of Buildings, Premises, Furniture and Equipment

General Cleaning

- The Service will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly.
- To minimise our staff and children's exposure to infectious diseases or viruses such as coronavirus (COVID-19) our Service will adhere to all recommended guidelines from the Australian Health Protection Principal Committee (AHPPC) and the National Health and Medical Research Council (NHMRC).
- High touch surfaces will be cleaned and disinfected at least twice daily.
- Educators will clean the Service at the end of each day and throughout the day as needed.
- Accidents and spills will be cleaned up as quickly as possible to ensure that the Service always maintains a high level of cleanliness, hygiene, and safety.



When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, our Service will:

- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the Service.
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer. All labels and/or use by dates should be kept intact at all times.
- Ensure containers are disposed of correctly following local council guidelines, and not reused under any circumstances.
- Ensure all dangerous chemicals, substances and equipment is stored in a locked place or facility which is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges and toiletries.
- Follow the instructions of manufacturers, particularly of any product which may need to be stored in a refrigerated environment.
- Refrigerate substances that must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
- Ensure all hazardous chemicals are supplied with a Safety Data Sheet (SDS) formerly called a Material Data Safety Sheet. Our Service will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 13 11 26, or call an Ambulance on 000.
- Ensure emergency, medical and first aid procedures are carried out, with relevant notification given to the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and also notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
- The Poison Safety Checklist will be used in order to ensure we are consistently meeting requirements.



Hand washing

Effective handwashing is a vital strategy in the prevention of spreading many infectious diseases. Our Service will ensure signs and posters remind employees and visitors of the importance of handwashing to help stop the spread of COVID-19 and other infectious diseases. All adults and children should wash their hands thoroughly with soap and water and/or alcohol-based sanitiser:

- Upon arrival
- When hands are visibly dirty
- When coming inside from being outside
- Before eating
- Before preparing food items
- After touching raw meats such as chicken or beef
- After contact with any body fluids such as blood, urine or vomit
- Before and after toileting children and coming into contact with any body fluids such as blood, urine or vomit.
- Before and after wearing gloves to change infant nappies
- After touching animals or pets
- After blowing your nose or sneezing and after assisting a child to blow their nose.
- After meals
- After going to the toilet
- Before and after administering first aid
- Before and after administering medication
- Before and after preparing children's bottles
- After removing protective gloves
- After using any chemical or cleaning fluid

Minimising Potentially Dangerous Substances

Our Service minimizes the use of potentially dangerous substances. Ordinary detergents will be used to help remove dirt from surfaces. Colour-coded mops will be used in order to eliminate cross contamination.

Detergents

To work in accordance with Staying healthy: Preventing infectious diseases in early childhood education and care services, proper cleaning with detergent and warm water, followed by rinsing and air-drying kills most germs from surfaces as they are unable to multiply in a clean environment. Cleaning equipment should be stored and taken care of so it can dry between uses and not allow germs to multiply.

Nappy change area

Nappy change areas must be cleaned after each use with detergent and paper towel. Refer to Nappy Changing Policy and procedure



Arrangements for Laundering of Soiled Items

- Soiled clothing will be returned to a child's home for laundering. Educators will remove soiled content and place into a plastic bag. Items will be stored in or near the child's bag. If underwear is badly soiled, they may be disposed of according to parental preference. For more information refer to the Nappy change and toileting procedure.

Clothing

- Educators clothing should be washed daily.
- Educators should also have a change of clothes available in case of accidents.
- Dress-up and play clothes out on display should be washed once a week.

Toy Cleaning

Educators are required to clean the children's equipment and toys on a regular basis in order to minimise cross contamination and the spread of illnesses. Educators will place toys in the "toys to be washed basket" if it has been sneezed on, mouthed, and/or soiled or if it has been discarded after play by a child who has been unwell. The Service will have washable toys for the younger children. Toys and equipment must be cleaned more often in the event of an infectious disease or virus is present in the service or community (COVID-19).

Recommended cleaning materials:

- Most toys can be washed with normal dishwashing liquid, and rinsed with clean water.
- Get into corners with a toothbrush and allow to air dry (if possible in the natural sunlight)
- Leaving items such as LEGO and construction blocks to drain on a clean tea-towel overnight is ideal.

Wooden Toys:

- Should be wiped over with a damp cloth and Glen 20 – please do not immerse in water as this can destroy the equipment

Play Dough

Our Service will reduce the risk of the spread of disease when playing with play dough by:

- Encouraging hand washing before and after using play dough
- Storing the play dough in a sealed container in the refrigerator between uses.
- Making a new batch of play dough each week, and
- If there is an outbreak of vomiting and/or diarrhoea, discarding the playdough at the end of each day during the outbreak.



Rattles and Baby Toys:

- Must not be immersed in water as it can get inside, rendering the toy useless.
- Wipe thoroughly with hot water or a cloth with diluted detergent.

Ride-on Vehicles and Outdoor Toys:

- Must be cleaned (children can often help with this activity).
- Please take care not leave outdoor toys exposed to the elements as this reduces their lifespan.

Puzzles and Games:

- Wooden puzzles as per 'Wooden Toys' above.
- Cardboard should be wiped over with a slightly damp cloth.

Sun Protection



Our Service will work in compliance with the NSW Sunsmart Program to ensure children's health and safety is maintained at all times whilst at the Service. Sunsmart recommends that all early childhood education and care services have a Sunsmart Policy to reduce UV damage to those in care, including Educators. Our Sun Safety Policy has been accepted and approved by Sunsmart.

1. OUTDOOR ACTIVITIES

Sun protection is required when UV levels reach level 3 or above. Our Service will monitor UV levels daily through one of the following methods:

- using smart phone SunSmart app
- viewing Bureau of Meteorology website www.bom.gov.au
- visiting www.myuv.com.au

The Service will use a combination of sun protection measures whenever **UV Index levels reach 3 and above**.

- Care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible.
- Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and incursions.

2. SHADE

The Service will provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning for additional shade. Play experiences will be monitored throughout the day and moved as required to remain in the shade.



3. HATS

Educators and children are required to wear sun safe hats that protect their face, neck, and ears. A sun safe hat is:

- Legionnaire hat- the flap should cover the neck
- Bucket hat with a deep crown and angled brim that is of at least 5cm (adults 6cm) and must shade the face, neck and ears.
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended. Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or can be provided with a spare hat.

4. CLOTHING

When outdoors, educators and children will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers.
- Children who are not wearing sun safe clothing can be provided with spare clothing or will be required to play under shade or in an area protected from the sun or provided with spare clothing.

Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

5. SUNSCREEN

Families are to apply sunscreen to their child/ren before arriving at the centre.

As per Cancer Council Australia recommendations: All staff and educators and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours or more frequently if wiped or washed off. Sunscreen is stored in a cool, dry place and the use-by-date monitored.

6. BABIES

Recommendations for babies from the Cancer Council Australia include:

- Babies under 12 months will not be exposed to direct sunlight when the UV index is 3 or above and are to remain in dense shade when outside.
- They will wear broad brim hats and sun safe clothing

If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin. The widespread use of sunscreen on babies under 6 months old is not recommended



7. ROLE MODELLING

All educators, staff at the Service are required to role model appropriate sun protection behaviours by:

- wearing a sun safe hat (see Hats).
- wearing sun safe clothing (see Clothing).
- applying SPF30+ or higher broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- using and promoting shade.
- wearing sunglasses that meet the Australian Standard 1067 (optional).
- families and visitors are encouraged to role model positive sun safe behaviour.

Delivery and Collection of Children

The following procedure must be adhered to at all times to ensure the safety of the children.

Arrival:

- All children must be signed in by their parent or person who delivers the child to our Service, or by a staff member if parents are not permitted in the Service as per Covid-19 risk minimisation.
- An educator is to check the sign in sheet regularly to ensure all children are signed in. If families have not signed the child in, the educator will sign the child in, complying with Regulation 158.
- An educator will greet and receive each child to ensure the child is cared for at all times.
- A locker, hook or shelf space will be made available to children and their families.

Departure:

- All children must be signed out by their parent or person who collects the child from our Service. If the parent or other person forgets to sign the child out they will be signed out by the nominated supervisor or an educator.
- Children can only be collected by a parent, an authorised nominee named on their enrolment record, or a person authorised by a parent or authorised nominee to collect the child. Children may leave the premises if a parent or authorised nominee provides written authorisation for the child to leave the premises.
- Children will not be released into the care of a person not authorised to collect the child e.g. court orders concerning custody and access. If an unauthorised person is not willing to leave the premises without the child the educator will call the police.
- Nominated Supervisors will ensure that the authorised nominee pick-up list for each child is kept up to date.
- Nominated supervisors will ensure that the authorized nominee pick-up list for each child is kept up to date. It is our policy that we do not allow anyone under the age of 18 to collect children.
- No child will be released into the care of anyone not known to educators. Parents must give prior notice where:



- the person collecting the child is someone other than those mentioned on the enrolment form (e.g. in an emergency) or
 - There is a variation in the persons picking up the child, including where the child is collected by an authorised nominee who is unknown to educators.
- If educators do not know the person by appearance, the person must be able to produce some photo identification. If educators cannot verify the person's identity they may be unable to release the child into that person's care.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, educators will:
 - discuss their concerns with the person, if possible without the child being present
 - Suggest they contact another parent or authorised nominee to collect the child.
 - Educators will inform the police of the circumstances, the person's name and vehicle registration number if the person insists on taking the child. Educators cannot prevent an incapacitated parent from collecting a child, but must consider their obligations under the relevant child protection laws.
- At the end of each day educators will check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after the Service closes.
- Children may leave the premises in the event of an emergency, including medical emergencies as outlined in our *Emergency Evacuation Policy*.
- Details of absences during the day will be recorded.

Visitors

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our Service must sign in when they arrive at the Service and sign out when they leave. Refer to our Delivery of, and Collection from Education and Care Service Premises policy and procedure for more detailed information.

Water Safety

Regulations state that services in New South Wales are not permitted to have pools unless they existed on the premises before 6 November 1996. However, to stop accidents and illnesses relating to swimming pools, wading pools, water troughs and other water situations our Service will:

- Conduct a risk assessment to minimise the risk or hazard to children.
- At all times children near water are closely supervised. A child will never be left unattended near any water.
- Immediately empty all wading pools/water troughs etc. after every use, storage should prevent the collection of water e.g. upright/inverted, also check grounds after rain or watering and empty water that has collected in holes or containers.
- Ensure wading/water trough are hygienically cleaned and disinfected appropriately:
 - On a daily basis remove leaves and debris, hose away surface dirt and scrub inside with disinfectant.



- Wash away disinfectant before filling trough.

Kitchens

- Children must not gain access to any harmful substance, equipment or amenity.
- The kitchen has a barrier to prevent unsupervised entry by children into the kitchen.
- The preparation of bottles for children under the age of 2 years is both safe and hygienic at all times and separate from nappy change area.
- Children should not be permitted in the kitchen at any time

Monitor and Review Hazards

Risk management is an ongoing process. Risks must be systematically monitored, and management strategies reviewed to ensure that they continue to be effective and contribute to a safe and healthy work environment. New hazards can emerge over time resulting in control strategies becoming ineffective and therefore may require updating.

Hazard Identification, Risk Management and Hazard Reduction is specifically addressed within our *Work Health and Safety Policy*.

Back Care and Manual Handling

- Manual handling is any activity requiring the use of strength used by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.
- Manual handling injuries may be caused by the activities listed above. Injuries can include back strains, similar strains and sprains in parts of the body such as the neck, arm, shoulder and knee.
- Manual handling injuries also include overuse injuries or, as a result of falling during manual handling, bruising or laceration.

Recommendations:

- Due to the physical demands of working with children, it is sensible to do warm up exercises for three to five minutes before starting work particularly through the winter period as muscles and tendons are more likely to be damaged when cold. Simple exercises to warm and stretch all the major muscle groups will help prevent injury.

(See our Work Health and Safety Policy for further information and recommendations for back care and manual handling).

Further Resources:

SafeWork NSW administers the Work Health and Safety legislation, and has several codes of practice on specific work safety issues which are available online at <https://www.safework.nsw.gov.au/>

For further information see <https://www.safeworkaustralia.gov.au>



Australian Government Department of Health Australian Health Protection Principal Committee (AHPPC)
Children in early childhood and learning centres

Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Cancer Council NSW. Early childhood and care sun protection policy:
<http://www.sunsmartnsw.com.au/wp-content/uploads/2015/11/Childcare-policy1.pdf>
- Cancer Council SunSmart <https://www.sunsmart.com.au/communities/early-childhood-schools/resources-schools-early-childhood/early-childhood-resources/family-notice-sheets-ec>
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- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Standard. (2017).
- KidSafe Australia: <https://kidsafe.com.au>
- National Health and Medical Research Council. (2012) (updated June 2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services.*
- Revised National Quality Standard. (2018).
- Standards Australia. AS 1851-2005 (incorporating Amendment No. 1). Maintenance of fire protection systems and equipment:
[https://www.saiglobal.com/PDFTemp/Previews/OSH/as/as1000/1800/1851-2005\(+A1\).pdf](https://www.saiglobal.com/PDFTemp/Previews/OSH/as/as1000/1800/1851-2005(+A1).pdf)
- *Work Health and Safety Act 2011*



Review

Policy Reviewed	Modifications	Next Review Date
July 2017	Changes made to outline legislation requirements and meet best practice standards, including hazard identification.	July 2018
October 2017	Updated the references to comply with the revised National Quality Standards	July 2018
July 2018	Minor changes made to further support compliance, understanding and delivery	July 2019
July 2019	<ul style="list-style-type: none"> • Grammar and punctuation edited • Additional information added to points. • References checked. • Sources checked for currency. • New sources added. 	July 2020
July 2020	<ul style="list-style-type: none"> • COVID-19 information added to cleaning/handwashing sections • Removal of Hazard Identification, Risk Management, Hazard Reduction and Hazardous Materials sections, Maintenance of Fire Equipment and Back care and Manual Handling (moved to Work Health Safety Policy). • Additional related policies added 	July 2021
July 2021	<ul style="list-style-type: none"> • Minor edits to policy • Minor formatting changes • References and sources checked for currency 	July 2022
August 2022	<ul style="list-style-type: none"> • Policy maintenance – no major changes to policy • Minor formatting edits within text • Hyperlinks checked and repaired as required 	August 2023

Signature of Director: _____

Busy Kids Child Care