**Providing a Child Safe Environment Policy**

**Aim:**

To ensure children are protected from harm and from any hazard likely to cause injury.

**Procedures:**

* All equipment and materials will meet the Australian Safety standards.
* Any identified hazards will be removed immediately or secured in a manner to ensure the children’s safety.
* Staff will ensure equipment used by children is in good repair and presents no hazards. Unsafe equipment will not be provided for use until repaired or replaced.
* Any repairs required on the building, fixtures or equipment will be documented in the Maintenance Book situated in the staff room and the Nominated Supervisor notified. The Nominated Supervisor will arrange for repairs to take place accordingly.
* A safety check will be performed by the two early shift staff members before the Centre is opened to children. The Centre Open Safety Check’ register will be dated and signed after doing so. (If hazardous item is found eg broken glass or needle staff will refer to policy of handling and disposal of sharps for correct disposal.
* A detailed safety check of the indoor and outdoor environments will be performed monthly (refer to ‘Monthly Safety Check’ form).
* Hot/warm drinks will be made and consumed in areas that are not accessible to children. They will not be taken into rooms or yards with children at any time.
* Boiled water will be transported when children are not present at the centre.(prior to 730am or after 530pm-or when cooled.)
* Unused power sockets that are accessible to children will be covered with secure, protective caps.
* Hazardous products (such as detergents, cleaning products, garden chemicals and medications) will be stored in child proof cupboards which are locked and/or out of reach of children (refer to the Storage of Dangerous Chemicals, Substances and Equipment Policy).
* Knives and adult scissors will be stored in areas that are out of reach or inaccessible to children. Children’s scissors will be stored in locked cupboards when not in use or being supervised by staff.
* Children will be educated about safety issues (eg: spiders, appropriate use of equipment etc. including safe play; sun protection(using ipad for UV rating each day)

**Sources:**

Education and Care Services National Regulations under the Education and Care Services National Law – 9th December 2011, National Quality Standard (2018) Standard 2.1, 2.2

NSW Poisons Information Centre, Kidsafe NSW Inc.

**Attachments:**

Open Safety Check, Monthly Safety Check

**Approved:** May 2014

Reviewed July 2015, April 2016, May 2017,

I have received a copy of the Safety of Equipment and Care Environment policy. I have read and understood the policy and agree to abide by this policy.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_