



St. Thomas School & Pre-School

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Child Safe Environment Policy

Background:

Child health and safety is an essential part of children's growth and development and requires policies and procedures in place to ensure a high standard of safety and minimize accidents and injuries within the Pre-school environment.

Practice:

General Safety

- All areas of the Pre-school and premises will be maintained in a clean and tidy manner.
- Pathways and floor spaces where appropriate will be kept clear and safe from tripping hazards.
- Educators will discuss dangerous situations, dangerous substances and items and safety practices with the children regularly. This will be reflected in the educational program across the curriculum.
- Children will not have access to water play activities unless under supervision by educators. Equipment used in water activities e.g. buckets and water trough will be emptied after use and safely secured indoors so as not to be a catchment for water (drowning hazard). During the day, when children are not using the water trough, it will be kept covered.
- Children will be supervised at all times, in accordance with the licensing conditions on educators/child ratios. Educators engaged in other tasks will not be required to supervise children simultaneously.
- Educators will be aware of the need to place themselves in positions which allow good supervision of the play areas and children.
- Children will not be permitted to play on fences or gates, play with locks on gates, or throw sand or water.
- When indoor and outdoor areas are available to children at the same time each area will be supervised by a Pre-school Educator.
- No child will be allowed to leave the premises without an authorised adult.
- Children will not be allowed in the following areas unless supervised by a educators member; office, kitchen, top store room, outdoor storage area.
- Workplace, Health and Safety (WHS) is a standard item on staff meetings.
- Daily Indoor and Outdoor Safety visual inspections are completed by educators who set up the environment. Detailed safety inspections are completed at least annually.

- All educators are required to have approved up to date First Aid, Asthma and Anaphylaxis training. There will always be at least one educator on site with current approved first aid qualifications.

Electrical Safety and Fire Hazards

- Electrical outlets (power points) will be of a suitable approved safety type, located out of reach of children if possible or will be covered with safety caps. When not in use all power points will be covered with safety caps.
- Electrical appliances and cords will be kept out of reach of children unless under direct supervision by an educator.
- There will be an approved electrical cut off switch installed at the premises, to break the electrical circuit instantly if a person touches any live electrical source.
- Approved fire extinguishers in good working order will be located throughout the premises.
- There will be an approved fire blanket located in the kitchen.
- Smoke detectors will be installed by a professional tradesman and linked to the electrical system.
- No smoking, consumption of alcohol or drugs will be allowed on the premises at any time.
- All educators will be informed of emergency exits and evacuation procedures. Evacuation drills will be practiced regularly as required by child care regulations.
- All electrical equipment will be checked regularly to see if it is in good condition e.g. extension cords, appliances, compact disc players, Smart Board, computers, photo copier, phone, vacuum, blow/vacuum, air-conditioning. If electrical equipment is damaged it will be repaired or replaced.
- Double adaptors will only be used in power points which are inaccessible to children.
- Heaters and fans will be kept out of reach of children. The main source of heating and cooling at the premises will be air conditioning.
- The kitchen area will be out of bounds to children unless under direct supervision of an educator. Doors to the kitchen area will be kept locked at all times so children do not have access to it.

Storage of dangerous substances and items

The centre will have appropriate, secure and child safe storage facilities for:

- Medications
- First aid equipment
- Cleaning Harmful instruments and implements e.g. gardening tools, work tools, knives, sharp objects, matches and lighters.
- The storage facilities will be appropriate for the items e.g. stored out of a child's reach and height, made secure by a lock and key mechanism, with the key stored away from the lock in a place inaccessible to a child, or by the use of an approved child safety latch.
- Cleaning materials and fly sprays will not be stored with food products.

Building, Furniture, Fittings, Fencing and Gates

- The building will be maintained in good working order by the Pre-school.
- Fencing and gates at the centre will be maintained in good condition and will meet the requirements set down by child care regulations and Australian Standards. They will be checked regularly.
- Gates will be fitted with approved child safe self-closing mechanisms.
- The centre will be kept clean and tidy. Floors will be smooth and even with non slip surfaces. Paint on walls will be maintained in a reasonable and safe condition to ensure children have no access to old paint.
- Furniture and fittings will be kept in good condition, cleaned daily and will be suitable for the age group of the children using it e.g. the height and size of tables, chairs, shelving, toilets, basins.
- Shelving or cupboards will be secure or will have secure castors. Chair legs will have secure legs with rubber caps at base. Table tops will have rounded corners.
- Furniture and equipment will be placed in safe positions, not blocking walkways or posing tripping hazards and not placed near windows or glass.
- Furniture will be checked regularly for possible safety hazards. If found, it will be withdrawn from use till repaired.

Toys and Equipment

- Equipment purchased will be checked for safety.
- Toys and equipment will be in good condition and clean and will be appropriate to the age and development of the children.
- Damaged or broken toys and equipment will be repaired or replaced when they are found or will be withdrawn from use till they are repaired.
- Toys and equipment will be cleaned regularly with water, detergent and disinfectant.
- Toys and equipment will be put away when not in use.
- Any toy or equipment purchased will be used to encourage non violent play.
- All art and craft materials purchased will be non toxic.
- Potentially dangerous items used with the children e.g. knives for cooking experiences will be supervised by educators during activities. Items will be removed from activity areas when not in use and stored appropriately.
- All outdoor equipment will comply with current Australian Standards and the child care regulations.
- When setting up the playground environment educators members will be aware of; soft fall surfaces under and around equipment, the height from which a child can fall, the size of the equipment, the age and development of the children, the need to check for sharp or rough edges, holes or areas that can trap body parts, the need to maintain equipment in good order, safe positioning on even surfaces, securely anchored, and not too close to other equipment or movement pathways.
- Adequate shade areas will be provided through shade sails, large trees and awnings.
- The sand area will be cleaned and raked regularly. The sand area will be covered when not in use.
- Poisonous or toxic plants will be removed from the centre or made inaccessible to children when found.
- Trees and shrubs found to have low or dangerous branches will be pruned to ensure safety for all.

- Insects, bugs and small creatures which could pose a hazard to educators and children will be removed from the premises when found.

Road Safety

- Parents will be encouraged to;
 - Remove their child from the car door on the footpath side of the road (the safety door side).
 - Always hold their child's hand when crossing the road.
 - Drive within the speed limit for this area and the roads surrounding the Pre-school and to watch for pedestrians.
 - Not double park cars.
 - Always use approved child restraints when traveling in cars.

Other Policies

St Thomas Pre-school is committed to creating and maintaining a safe environment for children, staff and others who visit our service. We have many policies that relate to this objective. Further information about our safety practices and procedures can be found within these related policies.

- Infectious Diseases
- First aid
- Incident, Injury, Trauma and Illness
- Fire and emergency evacuation procedure
- Arrivals and Departure
- Sun smart
- Water safety
- Hazardous Plants
- Travel and excursions
- Child protection practices
- Emergencies and Critical Incidents