



MSS & WAABINY OSHC

MAINTENANCE OF A SAFE ENVIRONMENT POLICY



PURPOSE

Montessori Stepping Stones (MSS) aims to provide and maintain a safe and healthy environment in which children may play in and explore their world free from harm. MSS will protect the health and safety of children and every person who enters our premises or uses equipment by keeping informed about and complying with the applicable workplace health & safety legislation, complying with the Education and Care Services National Law (WA) Act 2012, and ensuring appropriate codes of practice

Standards and recommendations from recognised authorities are followed at the service to protect persons from harm, injury, illness or abuse.

SCOPE

All people involved in ensuring a safe environment at MSS – as well as children, families, educators and employees who assist in the continuous improvement and implementation of relating quality practices.

DESCRIPTION/GENERAL

MSS understands it has a duty of care to ensure that all persons are provided with a high level of safety and protection at all times whilst the service is operating. To this end all educators and employees will be fully informed about their professional and responsible conduct to implement and ensure a safe environment is provided.

We believe that the best way to ensure children's safety at the service is to establish an environment that minimises risks and sets out clear safeguards for educators, employees, children and families, and where necessary, 3rd parties to follow.

LEGISLATION AND GOVERNMENT REQUIREMENTS

Laws relating to protection of privacy and confidentiality; duty of confidentiality arising from contract with parent; to whom and when information must be disclosed;

- Occupational Safety and Health Act 1984
- WA Occupational Safety & Health Regulation 1996
- Education and Care Services National Law (WA) Act 2012
- Education and Care Services National (WA) Regulations 2012

DEFINITIONS/PRINCIPLES/STRATEGIES FOR POLICY IMPLEMENTATION

All children have the right to experience quality care in an environment which provides for their health and safety. The Education and Care Services National (WA) Law Act 2012 requires that the approved provider/nominated and certified supervisor take reasonable care to protect children from foreseeable risk of harm, injury and infection.

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CHILDREN'S NEEDS

Safe and healthy environment in which to play, learn and develop.

FAMILIES' NEEDS

Reassurance that health and safety standards are maintained at MSS and their children's health & safety is assured.

EDUCATOR AND EMPLOYEES NEEDS

A safe and healthy environment in which to provide experiences for children and which includes the appropriate allocation of resources to maintain a safe and healthy environment.

MANAGEMENT NEEDS

Appropriate policies are implemented with training on the issues and appropriate protective practices. That there is support for management to implement policies with feedback from employees, and a clear understanding of management responsibilities and liabilities; that confidentiality is maintained and knowing where to go for advice and support; knowledge that all employees have appropriate clearances.

FACILITIES

MSS' service plan, which outlines boundaries and areas where children in each age grouping can safely play, is displayed in the reception area. Educators/employees will become familiar with the plan and will reinforce the importance of staying within the boundaries with the children. Educators will ensure play areas are always appropriately supervised.

Employees will ensure play areas are always supervised in a manner that is sufficient to ensure the safety and wellbeing of the children appropriate to their stage of development.

MAINTENANCE OF BUILDINGS AND OUTDOOR AREAS

A maintenance register will be maintained to track the maintenance of buildings and equipment and monitor the effectiveness of safety checks.

Educators/employees will complete daily safety checklists to assess the safety of all areas at MSS.

The premises will comply with the Education and Care Services National (WA) Regulations 2012 in regard to:

- Premises, furniture and equipment to be safe, clean and in good repair
- Indoor space requirements
- Outdoor space requirements
- Ventilation and natural light
- Toilet and hygiene facilities

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- Laundry facilities
- Food and beverage storage and handling facilities
- Furniture, materials and equipment
- Fencing and security
- Administrative space
- Nappy change facilities
- Visibility
- Shaded outdoor space

All heating systems used in the centre will meet the requirements of the applicable WA workplace health & safety legislation.

All requirements for electrical installations set down in AS/NZS 3000:2007 Electrical Installations (known as Australia New Zealand Wiring Rules) will be met. Power points will be to an approved safety standard and will be out of reach of all children or fitted with approved safety shutters or with an earth leakage circuit breaker.

Electrical appliances and cords will be kept out of reach of all children.

Free standing fans will only be used in areas not used as play areas. These may include: office, kitchen, cot room, employee lunch room. The educators/employees will ensure that free standing fans are located so that children are adequately protected from inadvertent physical contact with the blades.

The service will meet standards for glazing in public buildings set down in the Building Code of Australia and that windows when opened do not create a hazard to children.

MSS will ensure that hot water taps to which a child has access will be thermostatically controlled at less than 42 C.

EQUIPMENT

All equipment and toys purchased for the service will meet Australian Standards for safety.

The Australian Standards relating to the construction and installation of fixed and temporary outdoor play equipment will be adhered to, to ensure children's safety when using outdoor play equipment. This includes the type of materials and installation requirements used for outdoor surfaces. The service will access current information from Kids Safe about the installation and use of outdoor play equipment.

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MSS management and the nominated supervisor will ensure that outdoor play equipment does not pose a hazard to children because of its design, manufacture, installation or use, and soft fall surfaces are provided under and around any outdoor play equipment from which there is a reasonable likelihood of a child falling because of the equipment's design or the manner in which it is used.

Educators will check soft surfaces under and around outdoor play equipment to ensure it is adequate and evenly spread, on a daily basis.

All educators will be diligent to ensure that all equipment and toys are kept in a thoroughly safe, clean and hygienic condition and in good repair at all times, and stored in a safe manner.

Educators who become aware of faulty or broken equipment will remove this equipment from use and advise the nominated supervisor of the need for its replacement or repair. All such incidents will be entered into the QIP Action Register.

MSS will ensure that adequate furniture is available to meet the physical and developmental needs of children attending the service.

MSS will ensure that the nominated supervisor and educators/employees have ready access to an operating telephone or other similar means of communication, whenever children are present at the education and care service.

Sandpits will be covered at night and raked daily to dispose of any animal faeces, other contaminants or potentially dangerous objects.

The outside playing area will be checked regularly to ensure poisonous vegetation is not accessible to children.

Children will be carefully introduced to new toys and pieces of equipment and taught how to use and care for them appropriately.

Children using play equipment will be supervised at all times. Equipment that should only be used under supervision will be stored in a safe place out of reach of children.

Wading or paddling pools will only be used under the direct supervision of an educator. When not in use this equipment will be emptied and stored in such a manner that it cannot collect water. Wading and paddling pools must be of a size that can be emptied by one person.

Children will only use a trampoline, vortex or water trolley whilst under the direct supervision of an educator.

STORAGE OF POTENTIALLY DANGEROUS PRODUCTS

All educators/employees will be made aware of which products may pose a danger to children enrolled at MSS and will do their best to minimise the use of these products without jeopardising the hygiene of the children or themselves.

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MSS will purchase and use less toxic substances whenever possible and will maintain a register of all hazardous substances kept on the education and care premises.

All potentially dangerous products will be clearly labelled and stored in their original labelled containers with the relevant Material Safety Data Sheet (MSDS) for that product, out of reach of all children, or unauthorised adults. Storage areas will be clearly labelled to assist relief educators/employees.

All hazardous products are used in accordance with the manufacturer's written instructions and specific workplace procedures, and dangerous chemicals are only used when children are not present at the service.

First Aid Action Plans are developed and kept on the education and care premises.

Flammable materials are stored separately from anything that constitutes or is likely to constitute a fire hazard.

Educators will discuss the dangers of certain products with the children.

PROTECTION OF VISITORS

Visitors may be present at the service from time to time and will have their safety assured whilst at MSS through the following procedures:

- MSS requires visitors to report to the nominated supervisor or management on arrival.
- The nominated supervisor/management will be aware of where visitors are at all times. Educators/employees will accompany visitors where possible.
- Visitors will be restricted from any hazardous area
- Educators/employees will be inducted on safety issues concerning visitors
- Visitors will be inducted about hazards on the premises (if any)

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