

## WODEN EARLY CHILDHOOD CENTRE

### SAFETY AND SECURITY POLICY

**POLICY STATEMENT:** *The centre will provide a safe caring environment for children, staff and parents. Safety will remain a priority to staff at all times. This policy supports the inclusive practices of Woden Early Childhood Centre. Please refer to the Inclusion Policy.*

**RATIONALE:** *Section 4 of Centre based Children Services Conditions 2000 states that when caring for young children, the standard of care must ensure maximum personal safety. it is the responsibility of the proprietor to ensure that every precaution is taken to protect children at the centre from any hazard likely to cause harm or injury” (Page 41)*

**SCOPE:** This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

**RELEVANT LEGISLATION:** *ACT Centre based Children Services Conditions 2000 4.21, 4.23, 1.17d),*

**QUALITY ASSURANCE SYSTEM:** Quality Improvement and Accreditation System – Practices Guide 2005 PRINCIPLES 4.21, 5.1, 5.2, 5.3, 5.4, 5.5

**LOCATION OF INFORMATION:** This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

#### LINKING POLICIES

Administering medication policy  
First aid and ambulance policy  
buildings and equipment policy  
alternatives to toxic chemicals policy  
occasional health and safety policy

#### Source Documents:

workcover, electrical equipment risk assessment may 2006  
([http://www.workcover.nsw.gov.au/Documents/Publications/Industry/Electrical/electrical\\_equipment\\_risk\\_assessment\\_checklist\\_4862.pdf](http://www.workcover.nsw.gov.au/Documents/Publications/Industry/Electrical/electrical_equipment_risk_assessment_checklist_4862.pdf)) 12.12.08

#### POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

**Date endorsed by Committee:** 24.3.09

**Date to be reviewed:** 24.3.10

Every effort will be made to ensure that children can play in safety. This involves the staff taking responsibility for the following:

### **Yard checks**

**Staff will:**

- Ensure that the yard is checked each morning prior to the children coming out to play and sign the playground check sheet.
- Ensure that there are no foreign objects in the yard such as syringes, broken bottles or other object that may place a child at risk.
- Check fencing, gates and equipment to ensure they are in good repair.
- Inform the director or a senior staff member if there are any concerns.

### **Toys/equipment**

**Staff will:**

- Ensure toys are checked for: deterioration, loose fittings, sharp corners or edges that may cause injury to children. Toys should be discarded or repaired as necessary and removed from use until repaired;
- Store toys in such a way that children don't place themselves in danger, when accessing them;
- Check equipment/toys are age appropriate e.g. no small Lego in babies room;
- Educate children in the appropriate use of equipment, and prevent them from using equipment unsuitable for their stage of development;
- Check the play area regularly for hazardous objects or equipment, this should be done first thing in the morning and then regularly through out the day. Staff must sign the playground check sheet daily after checking the playground.
- Ensure children are supervised when helping with setting up/packing away of equipment. Children are not to move planks or heavy furniture;
- Care for blue safety mats in the play ground, ensuring they are not left in the sun whilst not in use, and
- Ensure beds are stored in locked cupboards on the verandah.
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### **Electrical**

**Staff will:**

- Ensure that electrical equipment is tagged and tested annually in line with the **Occupational Health and Safety Regulation of 2001 & Australian Standard AS/NZS 3760.**

- Adhere to licensing requirements that state all electrical outlets must be the safety type or covered with safety plugs.
- Take care not to place electrical cords where they may be tripped over or pulled on.

### **Chemicals, Medication and First Aid**

#### **Staff will:**

- Ensure potentially dangerous material and equipment are stored out of reach and/or within a locked environment. This includes chemicals for cleaning. Please refer to the alternatives to toxic chemicals policy
- Ensure gloves are worn when treating exposed wounds;
- Always check the medication register before administering medication. Medication is kept in a locked tackle box in the appropriate fridges through out the centre, out of reach of children. It is the role of the Senior staff member to administer medication and maintain the First Aid kit. Please refer to the First Aid and Ambulance policy and Administering Medication policy
- Ensure a sign acknowledging dangerous area/chemicals is displayed and numbers for the Poison's Information Line is within easy reach if an accident occurs e.g. Poison's Information Line 13 11 26.

### **Supervision**

#### **Staff will:**

- Not allow children access to streets without supervision;
- Ensure children are adequately supervised (the level of direct supervision will depend upon the activity being undertaken at the time);
- Ensure staff/child ratios prescribed by State/Territory Regulations are maintained;
- Ensure cot sides are raised after placing babies in them. Alternate sleeping arrangements will be sought when a child may climb out of a cot;
- Ensure children are not left unattended on change tables;
- Ensure a minimum of two staff members will be in attendance at all times while the centre is operating and one staff member has a current First Aid Certificate
- Ensure children are not left unattended in high chairs.

## ACCIDENT/INCIDENT PROCEDURE

- STEP 1: Comfort child and administer first aid, following basic guidelines.
- STEP 2: If the child is distressed and you are unable to administer first aid on your own, seek assistance from another staff member or director.
- STEP 3: Incident/Accident to be reported immediately in the book and/or on an Incident and Accident Report Form. The child's parent is expected to sign the report at the end of the day.
- STEP 4: If injury/condition is serious, an ambulance will be called if the director or senior staff member feel it is the next appropriate step and in the best interest of the child. The child's parent/s will then be contacted by the director or senior staff member.

Note: If the problem/accident is critical, only the director or senior staff member will discuss the matter with the child's parents and the Office of Child Care notified

- Incident/Accident details are to be kept strictly confidential and are not to be considered "talking points" at the centre. All accident reports should be filed in the Accident Report folder in the centre's office.
- Complete an Incident/Accident report on any incident that may cause concern;
- Report everyday occurrences to parents verbally;
- Report serious, critical or recurring issues will be communicated to the parent/ guardian on an Incident and Accident Report Form which parents must sign as soon as possible and

Report all accidents and incidents involving children and staff. Report any serious incident to the Office of Child Care as per *ACT Centre based Children Services Conditions 2000*

When ambulance transportation is required the director or senior staff member will travel to the hospital in the ambulance with the injured/ill child. The child's emergency details will be taken to the hospital. The child's parents will be told to meet the director or senior staff member in the emergency department of **The Canberra Hospital**.

Please refer to the first aid and ambulance policy.

## General Rules

### Staff will:

- Encourage children to develop appropriate behaviour and be aware of their actions towards others;
- Ensure an attendance record is updated throughout the day;
- Check attendance records against children attending;
- Ensure children are only released to an authorised person as advised on the child's enrolment form, and check identification of people children if not know by staff.
- Maintain a roll (compiled by the director) of all daily attendees in which parents will sign in/out;
- Ensure that no drugs (including alcohol) will be consumed by staff whilst at the centre. Smoking is not permitted on centre grounds;
- Ensure that children and staff are prepared in the case of emergency including fire drill procedures;
- Ensure there is a working telephone which all staff have access to;
- Ensure any adults or children not enrolled in the program are requested to leave the grounds. Any suspicious person(s) will be noted on an Incident/Accident Form and the matter reported to the director for appropriate action;
- Ensure that photographs or filming of children will not be taken or displayed or shown without the permission of the parents/guardian;
- Ensure the rooms are not too hot or cold. Children will be dressed appropriately for sleep times and indoor and outdoor play;
- Ensure that meals are served in appropriate form e.g. undamaged crockery;
- Be vigilant with hygiene, for themselves and the children, as set by health policy;
- Ensure protective gloves are worn when changing nappies and the correct procedure is displayed and followed, (some staff may make the personal choice not to wear gloves for wet nappies or disposable nappies);
- Ensure electrical cords are not left in the reach of children and all electrical outlets are covered by safety plugs when not in use;
- Ensure no hot drinks are taken into areas where children are present;

- Encourage children not to run inside the centre and encourage children to walk on concrete; and
  - Clean up wet floors immediately.
  - Ensure children are not left unattended at anytime.

### End of day Procedures

Afternoon Nursery staff will ensure all children are removed from cot rooms before combining in Toddler room at 5.30 pm;

Room Leaders will check sign-in book to ensure all children have been signed out, before they leave for the day. If not the Room Leader will note time child left the centre before handing over to late afternoon staff. End of Day staff are expected to check the sign in sheet each day before leaving and ensure that every child is signed out or witnessed leaving the building and record the time and their signature.

#### **The Director (or designate staff member)**

is responsible for ensuring the childcare facility is securely locked at the end of each day and that security lighting is working.