BAYSWATER WEST PRIMARY COMBINED OSHC

HEALTH AND SAFETY POLICY

Our Out of School Hours Care (OSHC) Service has a responsibility of providing a healthy and safe environment for children so that they can explore, discover and learn. We are committed to maintaining a safe and healthy environment through comprehensive policies and procedures and 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, practised 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	
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
80	Weekly menu
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
113	Outdoor space—natural environment
114	Outdoor space—shade
115	Premises designed to facilitate supervision
156	Relationships in groups
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 Child Protection Policy Clothing Policy Dealing with Infectious Diseases Policy Delivery of, and collection from Education and Care Service Premises Emergency Evacuation Policy Furniture and Equipment Safety Policy Governance Policy Hand Washing Policy Incident, Injury, Trauma and Illness Policy	Nutrition and Food Safety Policy Orientation of Families Policy Physical Environment Policy Rest Time Policy Safe Storage of Hazardous Chemicals Policy Safe Transportation Policy Supervision Policy Sun Safety Policy Student, Volunteer and Visitor Policy Water Safety 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, volunteers and visitors of the OSHC Service.

IMPLEMENTATION

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:

- coordinators and Nominated supervisors fulfil their responsibility to provide a safe workplace, 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 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, Injury, Trauma and Illness 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 OSHC 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.

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CHOOSING APPROPRIATE RESOURCES AND EQUIPMENT

- The OSHC Service will maintain an up-to-date register of equipment at the OSHC Service.
- 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.
- Management will keep up to date with any recalled products by joining Product Safety Recall mailing lists and/or registering products where possible (e.g., electronics/furniture)
- Resources and equipment will be chosen to reflect the cultural diversity of the service's community and the cultural diversity of contemporary Australia.
- The OSHC Service will actively pursue the contribution of families regarding toys and equipment at the service.
- All new equipment will be checked against Australian Safety Standards.
- Children will be 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 pools and 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 OSHC Service will keep a record of any changes that is made to the physical environment of the Service, such as rearranging of rooms etc. to show continuous improvement.
- The OHSC Service 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 OSHC 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 OSHC Service and its grounds comply with Local Government regulations, and regulations regarding fire protection, ventilation, natural and artificial lighting and safety glass.
- Should the OSHC 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

Prior to children arriving at the OSHC Service, 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. In the event of a sharp object being found (for example a syringe) educators will follow the *Safe Disposal of Sharps Procedure*, wear gloves and use tongs to pick up the object and place it in the 'sharp object box'. This box will be disposed of as per the recommendations of our local council.

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.

Non-fixed play equipment in the OSHC Service grounds can be no more than 1500 mm high and must be supervised at all times by an educator. (AS 4685)

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 Cleaning/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.

The following can be used as a guideline to produce Checklists for the service's individual needs.

CHECKLIST: OUTDOORS

- ☐ Building maintenance – regularly maintain and check for hazards, check building is in a safe, clean and hygienic condition. Records of any damages and subsequent repairs are kept.
- ☐ Doors –have finger jam protectors.
- ☐ Fences- securely and effectively fence all sides of outdoor play areas from roads, water hazards, and driveways and are of appropriate height. *Childproof self-locking devices are installed on gates.*
- ☐ Maintain fences to ensure they have the correct height. *Note: Fencing regulations do not apply to services that only care for school-age children.*
- ☐ Garbage – safe and prompt disposal. Use lidded secure bins that prevent child access and maintain in a clean and safe condition. Encourage recycling.
- ☐ Garden and renovation debris removed. Regularly trim branches and bushes.
- ☐ Garages and sheds - keep locked.
- ☐ Heating, cooling, ventilation, lighting – comfortable, safe, maintained, guarded and are kept out of reach of children.
- ☐ Non-slip stairs, steps, and ground surfaces.
- ☐ Renovation dangers e.g., lead, asbestos, holes and excavations – reduce risks.
- ☐ Pesticide residue - dangerous chemicals should not be used to remove vermin.
- ☐ Safety glass is installed according to the Australian Standards on all glass doors and windows accessible to children, and safety decals on both sliding doors and plate glass doors at child and adult eye level.
- ☐ Security - minimising unauthorised access with appropriate fencing and locks.
- ☐ Under Service access (including buildings on stilts and footings) – lock or block access.
- ☐ Window fly screens securely fitted, maintained and permanent.
- ☐ Hazards and driveways Maintain fences, have correct height (as applicable in the regulations), install childproof self- locking devices on gates.
- ☐ Bikes– it is recommended that correctly fitted helmets be worn every time children use 'bikes'
- ☐ Car park – ensure family members are aware of pedestrian safety rules such as holding their child's hand and alighting children from the safety door. Encourage families to always supervise their children in the car park to prevent accidents and injuries, which could occur as a result of reversing vehicles.

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- ☐ CPR chart- ensure chart is prominently displayed in outdoor area [best practice]
- ☐ Finger entrapment – all holes or openings in playground equipment must be between 8-25 mm.
- ☐ First aid kit is approved-maintained, and accessible throughout outdoor play.
- ☐ Hazardous Plants – identify and remove or make inaccessible to children.
- ☐ Machinery, tools and equipment – ensure all engine operated or other hazardous equipment, tools or machinery are stored securely and are inaccessible to children.
- ☐ Pet and animal droppings cleared or inaccessible to children in outdoor areas, exclude dogs from children's play areas, finger proof pet enclosures, supervise pet interactions with children.
- ☐ Pool safety, fencing and gate compliance, paddling pools emptied immediately after use, turn upside down, disinfected if soiled
- ☐ Safe play rules and adequate safe play areas - talk with children about how to play safely. Maintain safe layouts for outdoor play areas to avoid collisions between children.
- ☐ Sandpits - cover when not in use, regularly clean, rake, and remove sand soiled by faeces or blood. Hose sandpits at end of day after removing contaminated sand and material.
- ☐ Soft fall - appropriate ground cover under outdoor climbing and play equipment, meets standards.
- ☐ Sun protection clothing, hats, and sunscreen, for unshaded areas - minimise play at peak sun exposure times. Install a sunshade over sandpits and play areas.
- ☐ Ensure children are visible and supervised at all times High-risk areas and climbing and other outdoor play equipment. Make hazardous equipment, machinery, chemicals, and any other materials inaccessible to children.
- ☐ Water hazards are supervised directly at all times
- ☐ Water troughs or containers will only be filled to a safe level and emptied immediately after use. Water troughs are supervised at all times.
- ☐ Play equipment that is higher than 600mm must have soft fall installed underneath at least 25 cm in depth under and 1.9m from the perimeter of the equipment. Place outdoor play equipment away from paths and solid garden edging. [AS 4685:2012 Playground equipment]
- ☐ Surfacing used underneath and around equipment complies with Australian Standard AS/NZS 4422 and is maintained regularly; materials may need to be raked, redistributed and checked weekly for spiders, sharp objects or animal litter.

CHECKLIST: INDOORS

- ☐ Access for children and adults with disability - ensure safe access into, within and out of the Service, security, toilet and washing facilities, and check for hazards for wheelchairs and people with impaired sight, hearing or mobility.
- ☐ Children at risk – maintain extra security and supervision for children at special risk.

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- ☐ Decorations and children's artwork – do not place near ceiling fans, air conditioners or heaters. Avoid use of tacks, pins, and staples.
- ☐ Emergency evacuation – develop an evacuation plan and emergency contact numbers display, inform families, and practice evacuation procedures. Ensure exit pathways are kept clear at all times.
- ☐ Fire – fire blanket, extinguisher, fire exits, smoke detectors, electrical safety switch are easily accessible and regularly serviced.
- ☐ First aid kit with approved contents is maintained and accessible. Ensure First Aid certificates are current for relevant educators.
- ☐ Furniture - stable, maintained and meets Australian safety standards.
- ☐ Guard and make inaccessible to children**:** heaters, coolers, fireplaces, stoves, microwaves, power points, and office equipment.
- ☐ Hazardous indoor and outdoor plants identify, remove or make inaccessible to children.
- ☐ Heaters **–** ensure that children cannot come in contact with hot surfaces. It is preferable to use heating where combustion products are ducted outside. If gas heating is used ensure there is adequate ventilation while the heater is operating.
- ☐ Hot water - ensure the hot water supply is regulated so as to keep it below the temperature at which a child can be scalded (the current KidSafe recommendation is below 50°C).
- ☐ Machinery, tools and equipment – ensure all engine operated or other hazardous equipment, tool or machinery are stored securely and are inaccessible to children.
- ☐ Noise – reduce excessive exposure.
- ☐ Non-slip, non-porous floors, stairs.
- ☐ Spills – clean away as they occur.
- ☐ Pets and animals – inform families of pets being kept on premises and plans to obtain new pets. Ensure pets are vaccinated, wormed, don't have fleas, and are clean, and healthy. Keep pet accessories such as pet food, litter boxes, pet toys away from children. Exclude dogs from children's play areas. Keep children-pet interactions minimal and supervise interaction times.
- ☐ Record details and notify parents of any child accident.
- ☐ Safe play rules and adequate play spaces: discourage running indoors and safe furniture layout to avoid collisions.
- ☐ Safety glass used and installed according to Australian Standards, and Australian Building Codes on all glass doors and windows accessible to children, safety decals on sliding doors and plate glass doors at child and adult eye level.
- ☐ Security – ensure all entry doors are locked at all times and place bells on doors.
- ☐ Smoke and drug free environment in all areas at all times

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- ☐ Educator's personal items – ensure educator's personal items such as bags, sharp instruments, toiletries and medicines are kept secure and are inaccessible to children.
- ☐ Stairways, ramps, corridors, hallway, external balcony must be enclosed to prevent a child falling.
- ☐ Store in locked cabinet any unsafe items, e.g., chemicals, medicines, razors, knives and electrical equipment.
- ☐ Supervision and visibility of children – ensure children are visible and supervised at all times.
- ☐ Toys – meet safety standards, age appropriate, maintained, and non-toxic.

CLEANING OF BUILDINGS, PREMISES, FURNITURE AND EQUIPMENT

GENERAL CLEANING

- The OSHC Service will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly.
- High touch surfaces will be cleaned and disinfected at least twice daily
- Educators will clean the OSHC Service at the end of each day and throughout the day as needed (Vacation Care)
- 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 OSHC Service will:

- adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the OSHC 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 any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances.
- ensure containers should be 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 any substance 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 must be supplied with a Safety Data Sheet Our OSHC Service will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS
- ensure there is a register of all hazardous chemicals, substances and equipment used at the Service. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.
- ensure appropriate personal protective clothing should be worn in accordance with the manufacturer's instructions when using and disposing of hazardous substances or equipment
- 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 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 the best way to prevent the transmission of infectious diseases. Our Service will ensure signs and posters remind employees and visitors of the importance of handwashing to help stop the spread of infectious diseases. Adults and children should wash their hands thoroughly with soap and water and/or alcohol-based sanitiser:

- upon arrival at the Service
- when hands are visibly dirty
- when coming inside from being outside
- before eating
- before putting on disposable gloves
- before preparing food items
- after touching raw meats such as chicken or beef

- before and after toileting children and coming into contact with any body fluids such as blood, urine or vomit
- 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 OSHC Service minimises the use of potentially dangerous substances. Ordinary detergents will be used to help remove dirt from surfaces. Colour-coded sponges (e.g., pink for the kitchen, yellow for the bathroom) will be used in order to eliminate cross contamination. Different rubber gloves will also be used in each room then hung out to air-dry. Before returning to the children, educators will wash and dry hands.

DISINFECTANTS

Disinfectants are usually unnecessary as very few germs can survive exposure to fresh air and natural light. In an outbreak situation, such as gastroenteritis or other infectious virus (COVID-19), the Public Health Unit or SafeWork Australia, may specify the use of a particular disinfectant and increased frequency of cleaning. In this situation, for the disinfectant to work effectively, there still needs to be thorough cleaning using a detergent beforehand.

Essentially, there is no ideal disinfectant. Disinfectants cannot kill germs if the surface is not clean. It is more important to ensure that surfaces have been cleaned with detergent and warm water than to use a disinfectant.

In the event of an outbreak of gastroenteritis, a disinfectant such as bleach solution may be used following the manufacturer's directions- e.g.: White King Bleach (sodium hypochlorite 42 g/L) diluted part bleach (25 mL) in 40 parts water (1L) to make 0.1% solution Gloves must be worn at all times when handling and preparing bleach.

To kill germs, any disinfectant needs:

- A clean surface to be able to penetrate the germ.
- To be able to act against those particular germs.
- To be of the right concentrate.
- Enough time to kill the germs, which is generally at least 10 minutes.

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.

ARRANGEMENTS FOR LAUNDERING OF SOILED ITEMS

Soiled clothing will be returned to a child's home for laundering. Educators will remove soiled content prior to placing clothing into a plastic bag and securely storing these items in a sealed container, not placed in the child's bag.

CLOTHING

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

EQUIPMENT AND 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 wash a toy or piece of equipment immediately if it has been sneezed on 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.

Educators will be required to keep a cleaning register documenting when toys and equipment have been cleaned.

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.

PLAY DOUGH

Our OSHC 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.

PUZZLES AND GAMES

- Wooden puzzles – wipe over with a damp cloth- do not immerse in water as this can destroy the equipment.
- Cardboard should be wiped over with a slightly damp cloth.

SUN PROTECTION

Our OSHC 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 OSHC 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 OSHC 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 OSHC 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.
- educators will check the temperature of surfaces and playground equipment to determine if it is safe for children to play. (Daily Playground Surface Temperature Check)

2. SHADE

The OSHC 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.

3. HATS

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

- legionnaire hat
- bucket hat with a deep crown and angled brim that is size 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)
- approved school hat from the child's school.

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not a suitable alternative. 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 who are not wearing school uniforms 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.

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

5. SUNSCREEN

As per Cancer Council Australia recommendations: All educators and children will apply SPF30+ or higher broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours (during vacation care). Sunscreen is stored in a cool, dry place and the use-by-date monitored.

6. ROLE MODELLING

Educators will act as role models and demonstrate sun safe behaviour 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. (*See Delivery of, and collection from Education and Care Service Premises Policy, Safe Transportation Policy)*

ARRIVAL

- All children must be signed in by their parent or person who delivers the child to our OSHC Service
- An educator is to check the sign in sheet ensuring families have signed their child in. If families have not signed the child in, the educator or nominated supervisor 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 or shelf space will be made available to children and their families. A sign is posted above the lockers nominating a symbol for each child.

DELIVERY TO SCHOOL

- Children will be signed out of the OSHC Service, driven/walked to the school, and escorted to the designated before-school play area where the teacher on playground duty will be advised of their arrival.
- When children are being taken to several different schools, a second staff member/educator will supervise children remaining in the vehicle whilst the first staff member/educator escorts children into the school grounds.

- All Kindergarten children and children with additional needs (as required) will be escorted to their classroom and supported as required to put their bags away and prepare for the day (lunches, homework etc. in the designated place).
- Children will not be left at the school until a teacher is on playground duty.

COLLECTION FROM SCHOOL

- An educator will collect all Kindergarten children and children with additional needs (as required) from their classroom and advise the classroom teacher/s that they have been collected, before escorting them to the designated meeting area to meet older children.
- Children in first to sixth grade will make their way to the designated meeting area and be met by a staff member/educator.
- When children are being collected from several different schools, a second staff member/educator will supervise children remaining in the vehicle whilst the first staff member/educator collects children from the school grounds.
- Upon the return to the OSHC Service, an educator will sign all children into the Service.

TRANSPORT TO AND FROM SCHOOL

- All staff/educators will carry a current and appropriate license for the class of vehicle they are driving.
- Any vehicle used for delivery and collection of children must be registered, roadworthy, and appropriately insured.
- Any vehicle used for delivery and collection of children will be fitted with approved child restraints suitable to the age and size of the children being transported.
- Where possible, child passengers will only exit and enter the vehicle from the rear left-hand side passenger door (closest to the curb).
- All staff/ educators delivering and/or collecting children from school will carry a mobile phone and a copy of the children's emergency contact details.
- Children will not be left unattended in the vehicle at any time.
- All vehicles used to transport children will have a fully stocked travel First Aid kit available
- Educators and staff will strictly adhere to the *Safe Transportation Policy* and procedure.
- The *Transport Pick Up/Drop off Checklist* is completed each time transportation is provided to children
- A *Transport Attendance Record* is provided to the designated educator prior to leaving the OSHC Service and completed to record how each child was accounted for as they embark and disembark the vehicle

- once all children have exited the vehicle/bus a final check is conducted, including the interior of the vehicle to ensure no child has been left behind
- Children's attendance is checked against an accurate attendance record and checked by the supervising educator/staff before departure from the OSHC Service

ABSENT OR MISSING CHILDREN

- Parents must advise OSHC Service staff as early as possible of their child/children's absence.
- If a child has not arrived at the Service and the parent has not contacted the Service to advise of absence 15 minutes prior to children being escorted to school, an educator will contact the parent to clarify and confirm the situation.
- If a child is collected from the school early due to illness or other reasons the parent must notify the Service, using the Service's telephone message bank if the OSHC Service is unattended.
- If a child does not arrive at the designated collection point at the expected time an educator will:
    - ask children in the school playground if they have seen the child or know where he/she is (phone parents to confirm if children say the child left school early).
    - ask the child's teacher and/or office staff if they know of the child's whereabouts.
    - ring the child's parent/s to enquire if they know of their child's whereabouts.
    - if parents believe the child should be at school, search the school classrooms and premises with assistance of teachers, and permission of classroom teachers and any available persons.
    - the educator will immediately contact the school principal or delegate.
    - if the child cannot be found during this search, the child must be considered missing.
    - *if the parents have been contacted and the child is subsequently found, the educator must immediately contact the parents to let them know.*

MISSING CHILDREN

If a child is considered missing, an educator or staff member will:

- Contact the police by dialling 000.
- Contact the child's parents.
- Contact the school to inform them of the missing child.
- Ensure that other children remain appropriately supervised.

DEPARTURE FROM SERVICE

- All children must be signed out by their parent or person who collects the child from our OSHC 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.
- Photo identification must be sighted by an educator before the child is released. If educators cannot verify the person's identity, they may be unable to release the child into that person's care, even if the person is named on the enrolment form.
- 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 authorised nominee pick-up list for each child is kept up to date. It is our policy that we do not allow authorised nominees under the age of 16 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.
    - if the person insists on taking the child, Educators will inform the police of the circumstances, the person's name and vehicle registration number.
    - 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 the premises including outdoors and indoors to ensure that no child remains on the premises after the OSHC 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.

DELIVERY AND COLLECTION OF CHILDREN DURING VACATION CARE

During periods of vacation care, policies and procedures will be followed as per *Arrival at Service*, and *Departure from Service*.

VISITORS

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our OSHC Service must sign in when they arrive at the Service and sign out when they leave. Refer to our *Student, Volunteer and Visitor Policy* for more detailed information. Visitors are not to be left alone with children at any time whilst at the service. Working with Children Checks will be recorded and verified for any visitor who is not fully supervised at the OSHC Service. Visitors to the service are expected to comply with service policies and procedures, including health and safety policies and report any health and safety issues to management.

WATER SAFETY

Our OSHC Service has a dedicated *Water Safety Policy* and procedure in place for managing water safety, including during any water-based activities. The approved provider will identify and assess risks associated with any water hazards and water-based activities and ensure adequate supervision is provided when children are participating in water activities.

Our OSHC Service will:

- remove any items or objects that could be used to climb into the fenced area of a pool, trough, or water storage unit e.g. chairs, bins, bikes, any overhanging trees
- make sure no child swims in any water without:
    - written permission from family member to learn water safety and swimming
    - appropriate educators/child ratios in place
    - having sufficient numbers of educators present who have first aid or recognised water safety and rescue procedures.
- at all times children near water are closely supervised. A child will never be left unattended near any water
- ensure that all water containers are made inaccessible to children and also make sure children's play areas are safely fenced off from water hazards such as rivers, dams, creeks, lakes, irrigation channels, wells etc.

- 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
- display a Cardiopulmonary Resuscitation (CPR) guide near any swimming pool, wading pool, or body of water
- ensure wading/water trough are hygienically cleaned, disinfected and chlorinated 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 younger children into the kitchen.

MONITORING AND REVIEWING 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.

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

FURTHER RESOURCES

BAYSWATER WEST PRIMARY COMBINED OSHC

ACT: WorkSafe ACT provides information for work health and safety https://www.worksafe.act.gov.au

NT: NTWorkSafe assists businesses and workers understand their obligations under work health and safety. https://worksafe.nt.gov.au/home

NSW: 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/

QLD: Workplace Health and Safety Queensland oversees the Queensland Work Health and Safety Act 2011 https://www.worksafe.qld.gov.au/

SA: SafeWork SA provides work health and safety services across South Australia https://www.safework.sa.gov.au/

TAS: WorkSafe Tasmania is the state's health and safety regulator: https://worksafe.tas.gov.au/home

VIC: WorkSafe Victoria is the state's health and safety regulator see: https://www.worksafe.vic.gov.au/early-childhood-education-and-care-safety-basics

WA: WorkSafe Western Australia regulates and promotes occupational safety and health regulations in the workplace https://www.commerce.wa.gov.au/worksafe

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

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Health and Safety Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Car Park Safety Management Guide	Outdoor Cleaning Safety Checklist
Car Park Safety Checklist	Transportation Attendance Record
Daily Playground Surface Temperature Check	Vehicle/bus transportation procedure
Equipment and Maintenance Record	Work Health and Safety Manual
Hazardous Substances Register	

SOURCES

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National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.). 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
Western Australian Legislation Education and Care Services National Regulations (WA) Act 2012
Work Health and Safety Act 2011

REVIEW

POLICY REVIEWED BY	Donna Thomas	Nominated Supervisor	12/08/2024
POLICY REVIEWED	JULY 2024	NEXT REVIEW DATE	July 2025
VERSION NUMBER	V10.7.24		
MODIFICATIONS	• annual policy maintenance • minor edits within policy • updated Water Safety section • checked sources for currency		

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
JULY 2023	• Sources checked for currency • Minor edits throughout policy • Additional information relating to Safe Transportation of Children • Additional information relating to visitors not being left alone added • Additional section added for Continuous Improvement/Related Resources	JULY 2024
JULY 2022	• policy maintenance - no major changes to policy • minor formatting edits within text • hyperlinks checked and repaired as required	JULY 2023
JULY 2021	• minor edits to policy as highlighted • minor formatting changes • references and sources checked for currency	JULY 2022
JULY 2020	• COVID-19 information added to cleaning/ handwashing sections • Removal of Hazard Identification, Risk Management, Hazard Reduction and Hazardous Materials sections,	JULY 2021

	Maintenance of Fire Equipment and Back care and Manual Handling (moved to Work Health and Safety Policy) • additional related policies	
MARCH 2020	• Regulations checked and some additions • Amendments to Sun Safety policy inclusion • Hazard Identification area added • Additional information added re: fire extinguisher testing • Specific state/territory contacts added	JULY 2020
JULY 2019	• New section added – 'Visitors'. • Heading added – 'Further resources' • Additional information added to points. • Rearranged the order of points for better • flow. • References checked & corrected. • Related Policies alphabetised. • Sources corrected & alphabetised.	JULY 2020
JULY 2018	Minor adjustments made to terminology plus included the 'related policies' list.	JULY 2019