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EYSAC 07	PROVIDING A CHILD SAFE ENVIRONMENT POLICY AND PROCEDURE
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All children, students, employees and visitors have a right to a safe and healthy environment. Staff have a 'duty of care' to facilitate effective hygiene and safety procedures in the management of the physical environment to meet the developmental needs of children. Reasonable care is required to protect children from foreseeable risk of infection and injury.

Staff members who work with children are obligated to report any beliefs or concerns about harm to, and abuse or exploitation of children.

Staff will comply with relevant legislation, regulations and guidelines on Health and Safety in the education and care facilities. With regard to Providing a Child Safe Environment we will:

- promote hygienic cleaning practices
- provide clean and safe premises, furniture and equipment that is in good repair
- provide on-going training opportunities around effective hygiene and safety procedures in the management of the physical environment in the centre
- ensure staff receive child protection and mandatory reporting training

National Regulations: 4; 77; 82-88; 103-111; 113-115; 168; 170-171; 176-177

National Quality Standard for Early Childhood Education and Care and School Age Care: Element 2.1.1; Element 2.1.3; Element 2.1.4; Element 2.3.2; Element 3.1.1; Element 6.1.2; Element 7.3.5

PROCEDURE

Purpose

The purpose of this procedure is to:

- a) provide the requirements, according to the Providing a Child Safe Environment Policy
- b) provide the guidelines for providing child safe physical environment practices
- c) provide templates and checklists

Commencement of Procedure

This Procedure will commence from the date of approval. It replaces all other Providing a Child Safe Environment Procedures for Early Learning Centres, Out of School Hours Care (OSHC) facilities and Preschools of Catholic Education Northern Territory (whether written or not).

Application of the Procedure

This Procedure applies to all employees and volunteers of Early Learning Centres, preschools and OSHC. It is the responsibility of the service provider and nominated supervisor to ensure that all staff, whether paid or unpaid, receive training in practices providing for a child safe environment.

Requirements

- All equipment and furniture are safe, clean and in good repair.
- The outdoor space is enclosed by a fence or barrier that is approved according to the NT Building Act and NT Building Regulations. The fence or barrier will be of a height and design that children preschool age or under cannot go through, over or under it.
- There are sufficient furniture, materials and developmentally appropriate equipment for all children.
- The indoor areas are well ventilated, have adequate natural light and are maintained at a comfortable temperature. The unencumbered indoor floor space meets the requirements of 3.25m² per child and the outdoor space meets the requirements of 7m² per child. The outdoor space allows the children to explore and experience the natural environment
- There are adequate, developmentally and age appropriate toilets and hand basins with convenient access. There are adequate spaces so that the rights and dignity of children are maintained, e.g. when changing clothing contaminated with faeces or urine. Gloves are used and these clothes are then placed in a plastic bag or alternative and kept in a designated place inaccessible to children until parents take them home.
- There is an adequate area for administration, discussions with families and private instructions.
- Encourage staff to be fully immunized and encourage families to maintain the immunization of their children.
- The centre is a tobacco, drug and alcohol-free environment
- Ensure approved training in Mandatory Reporting is provided
- The centre will maintain a register of all hazardous substances kept on the premises.
- All potentially dangerous products will be stored in their original labelled containers. The labels will be easy to read. They will be kept out of reach of all children and unauthorized adults. The storage areas will be clearly labelled to assist relief and casual staff.
- All cleaning products are used in accordance with the manufacturer's written instructions.

Guidelines

- Display posters with hand washing techniques in areas where hands are washed
- Ensure children, staff, volunteers and visitors wash hands correctly with soap and running water
- Ensure staff and visitors also use additional barriers such as non-latex disposable gloves where appropriate including where they are likely to be exposed to blood, faeces, urine or other body fluids.
- Regularly check all equipment and furniture. Repair or discard those in disrepair.
- Ensure that toilets, flush buttons, hand basins, taps and door handles are cleaned daily.
- Clean all surfaces and floors daily.
- Regularly wash and clean toys and play equipment.
- Maintain each child's status of immunization on the enrolment record.
- Follow the clear and documented guidelines regarding Catholic Education's position on drug and alcohol issues in the workplace (WHS 17 Drugs and Alcohol Procedure).

Training

The service provider and nominated supervisor are to ensure that all staff, whether paid or unpaid, complete the checklist to ensure that the physical environment is clean and safe.

Records are to be kept of staff who complete the Mandatory Reporting training.

Variations

CENT reserves the right to vary, replace or terminate this Procedure from time to time.

Related Policies, Legislation and Documents

These documents should be used to support the Providing a Child Safe Physical Environment Policy and Procedure.

- CENT Work Health & Safety Policy WHS 1
- CENT Hazard and Incident Reporting Procedure and Forms WHS 03
- Healthy Eating and Food Handling Policy and Procedure EYSAC 03
- CENT Plant and Equipment WHS 8
- Accident, Emergencies and First Aid EYSAC 01
- CENT Drugs and Alcohol Procedure WHS 17
- EYSAC 11 Infectious Disease and Infestations Policy and Procedure
- National Health and Medical Research Council (2012) *Staying Healthy* (5th Ed)

- Education and Care Services (National Uniform Legislation) Act 2011
- Education and Care Services National Regulations, as at 1 September 2013
- National Quality Standard for Early Childhood Education and Care and School Age Care
- The Early Years Learning Framework for Australia
- Framework for School Age Care in Australia

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Approved by		Signature	
Date approved		Version number	1
Document application	All Catholic Education employees and volunteers in preschools, Early Learning Centres and Out of school care facilities whether paid or unpaid	SIRF area	Leadership, Pastoral Care and Wellbeing, Teaching and Learning Finance, Facilities and Resources