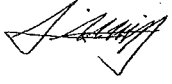
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: SAFE ENVIRONMENT		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management

2. Policy Statement

The YMCA aims to ensure the proper security of the building and staff by ensuring measures are in place regarding entry and access to the building.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Emergency Procedures Policy
- 3.2. First Aid Policy
- 3.3. Hygiene Policy
- 3.4. Occupation Health and Safety Policy
- 3.5. Pest Control Policy
- 3.6. Storage Policy
- 3.7. Ventilation and Lighting Policy

4. Responsibilities & Delegations


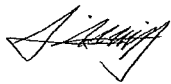
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Occupational Health and Safety Act


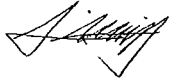
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

- Equipment areas.
- A key register will be maintained that indicates the person's receipt of the key, date received, and date returned on completion of employment.
- Extra keys will only be cut after agreement by the Group Manager and a record made of where they are.
- Staff will ensure that the building is left in a secure manner before leaving.
- Staff must ensure that all windows are locked; cupboards and other relevant areas are locked. All heating and lighting is off and all doors properly secured.
- Staff will inform the Group Manager as soon as possible if there has been a break in to the centre of any kind.
- Staff will follow the collection of children from school, policy.
- The sun protection policy will be implemented by all staff.
- All YMCA centres are smoke free zones as outlined in the YMCA of Sydney Code of Conduct.
- Emergency evacuation procedures are in place and displayed at all YMCA centres.
- Chemicals, cleaning products and medications are stored safely away from the children.
- The service carries out Yard Checks to identify hazardous materials or objects. A check form is used to record this.
- Staff must maintain their First Aid qualification.
- The YMCA of Sydney has OH&S representatives at each centre, and an overall representative for the organisation.
- There is a procedure for reporting any hazards in the workplace. A reporting form should be completed and forwarded to the manager who will address the issue or forward it to the OH&S representative for the centre.
- Contacts of staff's next of kin will be kept at centres for emergency contacts. Each centre has a Designated Work Group for OH&S issues.
- Staff are encouraged to attend Occupational Health & Safety training provided regularly by the YMCA of Sydney.
- Managers are supported and advised by Corporate Services re. Procedures for responding and reporting of work related accidents and injuries.
- Sand pits are raked regularly and covered when not in use.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

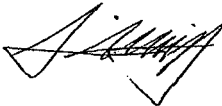
I endorse the Safe Environment Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009