



WOODSIDE PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

Child Safe Environment Policy

Policy Statement

Woodside Primary School's OSHC is committed to the well-being of all children attending the service and to the provision of a healthy environment in which children can grow and be safe. OSHC will ensure all staff attend Responding to Abuse and Neglect (RAN) Training and are aware of the procedures for reporting child abuse and neglect.

To ensure children's protection, the service complies with the procedures set down under the Children's Protection Act 1993 section 11(1) and (2) when dealing with any allegations of abuse or neglect of children.

The following areas are addressed in this policy to ensure the service provides a safe environment:

- Staff
- physical environment
- tobacco-, drug- and alcohol-free environment
- child protection
- dangerous products
- identifying potential hazards
- supervision

All children have the right to be safe at home, at school and in their childcare service. The provision of safe environments for children is essential to prevent injury and enable them to grow and develop. The management and staff of each service have a duty of care to provide safe child care environments.

The Woodside Primary School OSHC service stakeholders are committed to the provision of a healthy environment in which children can grow and be safe. Educators and staff have an obligation to all children attending the service and are committed to defend their right to care and protection. To support this right and to ensure children's protection, the service complies with the procedures set down under the Children's Protection Act 1993 section 11(1) and (2) when dealing with any allegations of abuse or neglect of children.

Staff:

- Staff should refer to "Protective Practices for staff in their interactions with children and young people." Staff should only need to have physical contact with children when applying First Aid, removing children from an unsafe situation (i.e. fight) or comforting a child (at the staff member's discretion).
- Staff should never be alone with a child in a closed room.
- A maximum ratio of 15 children to one staff member must be maintained at all times with a minimum of two staff present at all times where possible.

- Staff may only take photographs of children with the parent's permission on the enrolment form and photographs are only to be used for promoting the service in OSHC/School newsletters, displaying at the service and filing in child profiles.
- Also refer to the staff code of conduct.

Physical environment

- When advice is needed in relation to any aspect of the following information, questions need to be directed to the Education Standards Board of South Australia (the State Regulatory Authority).
- The Approved Provider must ensure:
 - The premises, furniture and equipment are safe, clean and in good repair.
 - There should be a system in place for monitoring and maintaining the premises, furniture and equipment.
 - That for each child in care there is a minimum of 3.25 square metres of unencumbered indoor play space that is suitable for children.
 - That for each child in care there is at least 7 square metres of outdoor space that is suitable for children.
 - Indoor areas:
 - are well ventilated
 - have adequate natural light
 - are maintained at a comfortable temperature.
- There are adequate, developmentally and age appropriate toilet, hand washing and hand drying facilities located and designed to enable safe use by children with convenient access from both indoor and outdoor play spaces.
- The service has adequate facilities for safe handling, preparation, storage and disposal of food and beverages.
- There is a capacity to provide effective supervision of the designated area.

Tobacco-, drug- and alcohol-free environment

The Approved Provider must ensure:

- That all children are being educated and cared for in an environment free from the use of tobacco, illicit drugs and alcohol.
- That the nominated supervisor, educators, other staff and volunteers of the service are not affected by alcohol when on the premises when the service is operating.
- That the nominated supervisor, educators, other staff and volunteers of the service are not affected by drugs that adversely affect that person's ability to educate and care for children when on the premises when the service is operating.

Child protection

All services operated on DECD sites must adhere to the Child Protection in Schools, Early Childhood Education and Care Services policy and, therefore, do not need to develop their own specific policy to deal with section 4.3.

The DECD policy is available at <https://www.education.sa.gov.au/supporting-students/child-protection/child-protection-policies-and-guidelines>.

- All adults who are working or volunteering in programs for children must undergo Criminal History Screening.
- The Children's Protection Act 1993 requires educators, staff and volunteers to notify the Child Abuse Report Line (131 478) if they suspect, on reasonable grounds, that a

child has been or is being abused or neglected. This responsibility is part of the broad duty of care that staff and volunteers have towards the safety and wellbeing of children and young people.

- All educators and other staff should complete Responding to Abuse and Neglect Education and Care Training prior to working with children or, if this is not possible, they should be provided with a copy of Protective Practices for Staff in Their Interactions with Students.
- Reporting Child Abuse and Neglect, Mandatory Notification Guidelines are held at the service and must be read and understood by the staff, the Approved Provider and the Advisory Committee. These guidelines are also available to families.
- Employer and employee obligations in relation to allegations of child abuse are included in educators and committee handbooks. These obligations are specifically detailed to support new educators/other staff and committee members at the beginning of their employment/membership.
- As mandated notifiers, educators/other staff are required to attend approved training in relation to mandatory notification of child abuse. This will be paid for by the service.
- The service ensures families are aware that the service nominated supervisor, staff, educators and volunteers are mandated notifiers under the Act.

Dangerous products

- It is recommended that non-hazardous and non-toxic products should be used in a care environment, wherever possible.
- Any hazardous or toxic cleaning products should be stored in a lockable cupboard with their relevant Material Safety Data Sheets.
- In the interests of children's health, staff are encouraged to use environmentally friendly products at the service, wherever possible.

Identifying potential hazards

- Staff should carry out regular checks to identify and remove hazards, where possible, to manage safety risks.
- Steps to be taken:
 - Identify the hazard that may cause illness or injury.
 - Assess the risk.
 - Control the risk.

Supervision

- The service is committed to:
 - Complying with educator to child ratios.
 - Ensuring that children are actively supervised at all times.
 - Considering the design and arrangement of children's environments to support active supervision.
 - Using supervision skills to reduce or prevent injury or incident to children and adults.
 - Guiding educators to make decisions about when children's play needs to be interrupted and redirected.
 - Supporting educators and their care-giving strategies.
 - Providing consistent supervision strategies when the service requires relief staff.

- Acknowledging and understanding when supervision is required for high risk experiences and/or the ratio of adults to children needs to be increased.
- Assessing all activities and, when something is identified as a high risk experience, strategies are developed to minimise the risk according to the group of children.
- It is understood there is a shared legal responsibility and accountability between, and a commitment by, all educators and staff to implement the service's policies, procedures and practices.
- Staff must use their professional judgment when providing supervision to children, in addition to OSHC requirements for adult to child ratios. The amount and intensity of supervision of children will vary depending on:
 - _ the degree of risk associated with the experience
 - _ the age, development and ability of children
 - _ the location of the experience (eg community- or school-based).