

QA2 – CHILD SAFE ENVIRONMENT PROCEDURE

INFORMATION

We are committed to the high-quality maintenance of our resources, buildings and grounds, thus promoting a safe environment for all children, Educators and families using our service. The building, grounds and equipment are maintained and monitored regularly in a scheduled and planned manner to ensure any issues are dealt with quickly and professionally.

RESPONSIBILITIES

All team members, families, visitors, students and volunteers must comply with this procedure.

PROCEDURE

- The Nominated Supervisor is the Workplace Health & Safety officer for each site.
- Educators will be trained on Work Health and Safety practice and their obligations. Educators will continue to receive ongoing training to ensure their knowledge and skills remain current in this area.
- Educators will ensure that the grounds, buildings and equipment are safe for all who come to the centre through daily safety checks. Opening and closing daily checklists, and monthly workplace inspection checklists will be used to achieve this, and it is the Nominated Supervisor's responsibility to ensure these checklists are used and completed.
- The Nominated Supervisor will monitor maintenance issues weekly. Educators, visitors and management should advise the Nominated Supervisor as soon as possible of any issues that need attention.
- A qualified electrician will check the condition of all electrical appliances and the main electricity box within the service every year; the Nominated Supervisor will keep a record of this.
- The service will be checked and monitored for pest control every three months; the Nominated Supervisor will keep a record of this.
- All carpets and upholstery will be professional steam cleaned every six months; the Nominated Supervisor will keep a record of this.
- All fire extinguishers, hoses and equipment will be checked by a qualified Fire Safety consultant, annually or as specified on the equipment tags; the Nominated Supervisor will keep a record of this.
- All grease traps will be cleaned by an external cleaning company annually, or as specified by the manufacturer or the local council; a record of this will be kept by the Nominated Supervisor.
- All resources, equipment and furnishings will be maintained and cleaned in a hygienic manner on a daily or weekly basis, depending on the resources or equipment.
- Effective daily cleaning, and thorough handwashing, will be used to minimise the occurrence, and spreading of, infectious diseases and illnesses. Children will be supported to engage in and understand the importance of hand washing, and families and visitors encouraged to wash hands on arrival and departure.

- Fencing and gates will be maintained and are designed to prevent children from going under, over or through.
- Team members are to put soiled clothing into appropriate bags, and then into specific soiled clothing containers to store the items prior to sending these items home, or if they belong to the centre, to be laundered.
- The Nominated Supervisor will regularly review the supervision carried out by Educators, to ensure all of the spaces in which children play can be viewed by at least one Educator at all times.
- Furniture and equipment should be positioned to ensure all areas are visible.
- Educators will be trained in the safe sleeping practices – please refer to our ‘Sleep, rest and relaxation procedure’ for further information.

ACKNOWLEDGEMENTS, REFERENCES AND RESOURCES

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DOCUMENT CONTROL

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| 8 Feb 2022 | No changes |