

## **Providing a Child Safe Environment Policy**

### **RATIONALE**

KAZ Early Learning Centre recognises the importance of providing a safe environment for all children attending the service. All children have the right to experience quality education and care in an environment that safeguards and promotes their health and safety.

### **AIM**

To provide environments for children which safeguard and promote their health and safety.

To ensure the environment is maintained to minimise risks.

Ensure that children are adequately supervised at all times.

Monitor and minimise hazards and safety risks in the environment.

Implement our Child Protection and our Incidents, Injury, Trauma, Illness Policies; and

To take every reasonable precaution to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

### **PROCEDURES**

KAZ Early Learning Centre is committed to the safety and wellbeing of children who access our services. We support the rights of children in our community and will act without hesitation to ensure a safe environment is maintained at all times.

We also support the rights of our staff encourage their active participation in building and maintaining a secure environment for all children.

### **SUPERVISION**

#### **The Approved Provider will:**

- Ensure that sufficient numbers of educators are employed to ensure adequate supervision of children at all times; and
- Adopt policies and procedures to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

#### **The Nominated Supervisor will:**

- Draw up rosters to ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements and to ensure adequate supervision of children at all times;
- Engage casual staff as appropriate;
- Ensure educators/staff are aware of the need for adequate supervision of children at all times. This may include the development of supervision charts for outdoor or indoor areas; and
- Adopt policies designed to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury are implemented and that all educators/staff are aware of these policies and procedures.

#### **Educators will:**

- Adequately supervise children within the Service at all times; and
- Inform the Nominated Supervisor whenever supervision is inadequate to ensure the health and safety of all children.

## **ORGANISATION OF CLASSROOM AND ENVIRONMENT**

### **The Approved Provider will:**

- Make sufficient allowance within budgets to allow for the replacement of worn and damaged equipment and resources which may provide safety risk for children; and
- Make sufficient allowance within budgets to allow the adequate maintenance of all indoor and outdoor environments.

### **The Nominated Supervisor will:**

- Organise groupings to enable adequate supervision of children and so to minimise the risk to children; and
- Organise repairs and maintenance to equipment and environments in a timely manner.

### **Educators and staff will:**

- Organise indoor and outdoor spaces to ensure risks to the health and safety are minimised; and
- Inform the Nominated Supervisor of repairs and maintenance needed within the service to ensure the health and safety of children.

## **RISK ASSESSMENT**

### **The Nominated Supervisor will:**

- Conduct a risk assessment of the service environment on a quarterly basis to determine any risks to children's health and safety;
- Analyse and evaluate the risks associated with identified hazards;
- Determine appropriate ways to eliminate or control identified hazards; and
- Review risk assessments after any serious incident report is made to the Department of Education and Communities.

### **Educators and staff will:**

- Report any risks or hazards within the service to the Nominated Supervisor as soon as possible.

## **CHILD PROTECTION**

The Approved Provider, Nominated Supervision and Educators and Staff will comply with the requirements of the service's child protection policy to ensure the minimisation of children's risk to harm.

## **EVALUATION**

Children are healthy and safe at our service and the number of serious health and safety incidents is reduced over time.

### **KAZ Early Learning Centre Related Policies and Procedures:**

Child Protection Policy  
Supervision of Children Policy  
WHS Risk Management Policy

### **Sources:**

NSW Kidsafe – [www.kidsafe.com.au](http://www.kidsafe.com.au)  
Community Child Care Cooperative NSW <http://cccncsw.org.au/>

### **Legislation:**

Children Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011