

Safe Environment Policy

Purpose

Greater West Childcare understands it has a duty of care and is committed to ensuring that children are provided with a safe and secure environment both physically and online, through the creation of a child safe culture.

1. Supervision

- Procedures will be developed to ensure compliance with the relevant legislation in regard to educator/child ratios and ensuring that children are adequately supervised at all times
- Consideration will be given to ensuring that supervision of children is appropriate to the activities children are engaged in; the developmental level of the children; the setting in which the activities are taking place; the potential risks to the children's safety; and the experience, knowledge and skill level of educators
- Educators will engage in active supervision of children by watching and monitoring the environment, observing children's play and minimising potential risks

2. Sun Protection

Procedures will be established to minimise the risk to children and employees attending our service of skin and eye damage caused by the harmful ultraviolet radiation (UVR) from the sun.

3. Water Safety

Greater West Childcare recognises the risks posed to children by bodies of water and will ensure procedures are in place so that children are able to enjoy water-based activities and excursions safely.

4. Emergency Situations

- Emergency and Evacuation procedures will be created and reviewed in consultation with a recognised authority which will set out instructions of what must be done in the event of an emergency
- For the purposes of preparing the procedures, a risk assessment will be conducted to identify potential emergencies that are relevant to the service
- The emergency and evacuation floor plan and procedures will be displayed in a prominent position near each exit at the service
- These emergency procedures will be rehearsed and documented every 3 months for all children and staff present at the time of the rehearsal

- Each staff member will be informed of the emergency and evacuation procedures as part of the induction process and it will be made available for families upon request

5. Online Environments

Greater West Childcare understands the responsibility it has to ensure the safe use of online environments at the service. Management will ensure reasonable precautions and adequate supervision are provided to minimise the risk of hazard and harm to children.

POLICY VERSION AND REVISION INFORMATION

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| Authorised by |  CHAIRMAN (Board of Directors) |
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