

Forrest Primary School

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Maintaining a Child Safe Environment

**General Safety**

* All areas of the preschool and premises will be maintained in a clean and tidy manner
* Pathways and floor spaces where appropriate will be kept clear and safe from tripping hazards
* Educators will discuss dangerous situations, dangerous substances and items and safety practices with the children regularly. This will be reflected in the educational program across the curriculum
* Educators and the Business Manager will audit, record and post simple warning signs around the centre where potentially dangerous substances or items are stored
* All hot water taps will be temperature controlled to deliver water 43.5 degrees Celsius or below to prevent scalding
* Children will not have access to water play activities unless under direct and close supervision by educators. Equipment used in water activities e.g. buckets and water trough will be emptied after use and safely secured indoors so as not to be a catchment for water (drowning hazard). During the day, when children are not using the water trough, it will be kept covered or emptied.
* Children will be supervised at all times, in accordance with the licensing conditions on educators/child ratios. Educators engaged in other tasks will not be required to supervise children simultaneously
* Educators will be aware of the need to place themselves in positions which allow good supervision of the play areas and children
* Children will not be permitted to play on fences or gates, play with locks on gates, or items which are hazardous (e.g. Sand, sticks)
* When indoor and outdoor areas are available to children at the same time each area will be supervised
* No child will be allowed to leave the premises without an authorised adult or authorised nominee.
* Children will not be allowed in the following areas unless supervised by an educator or adult; kitchen office, store room, outdoor store room (shed), the outdoor garbage and refuse area.
* Workplace, Health and Safety (WHS) is a standard item on staff meetings and the preschool building on the school schedule for safety checking
* Indoor and Outdoor Safety Check lists are completed by educators who set up the environment. Detailed safety inspections are completed at least annually with external providers’ involved (e.g. fixed playground equipment)
* Educators are required to have approved up to date First Aid, Asthma and Anaphylaxis training. This training is financially supported by the school. There will always be at least one staff member on site with current approved first aid qualifications
* No hot drinks for staff members or volunteers (e.g. coffee) or food (e.g. soup) will be consumed in the same room as children (staff to use their office)

**Electrical Safety and Fire Hazards**

* Electrical outlets (power points) will be of a suitable approved safety type, located out of reach of children if possible or will be covered with safety caps. When not in use all power points will be covered with safety caps
* Electrical appliances and cords will be kept out of reach of children unless under direct supervision by an educator
* An approved electrical cut off switch (circuit breaker) is installed at the premises, to break the electrical circuit instantly if a person touches any live electrical source
* Approved fire extinguishers are located throughout the premises and regularly checked as part of the school’s schedule
* There is an approved fire blanket located in the kitchen
* Smoke detectors are installed by a professional tradesperson and linked to the electrical system
* No smoking, consumption of alcohol or drugs will be allowed on the premises at any time
* All educators will be informed of emergency exits and evacuation procedures with procedures included as part of the site induction. Procedures and floor plans will be located at every exit in the preschool as required under the Education and Care Services National Regulations. Evacuation drills will be practised ever three months as required by the Education and Care Services National Regulations
* All electrical equipment is checked. If electrical equipment is damaged it will be repaired or replaced. The preschool will be included as part of the school’s ‘test and tag’ schedule
* Double adaptors cannot be used
* Heaters and fans will be kept out of reach of children. The main source of heating and cooling at the premises will be air conditioning
* The kitchen area will be out of bounds to children unless under direct supervision of an educator or parent. Doors to the office area will kept shut at all times so children do not have access to it.

**Storage of dangerous substances and items**

The centre will have appropriate, secure and child safe storage facilities for:

* Medications (both dry air and refrigerated)
* First aid equipment
* Cleaning and other harmful chemicals
* Harmful instruments and implements e.g. gardening tools, work tools, knives, sharp objects, adult scissors, matches and lighters.
* The storage facilities will be appropriate for the items e.g. stored out of a child’s reach and height, made secure by a lock and key mechanism, with the key stored away from the lock in a place inaccessible to a child, or by the use of an approved child safety latch
* Cleaning materials and fly sprays will not be stored with food products
* All areas where chemicals and solvents are used will be well ventilated
* The Business Manager will create a manifesto about any substance used and stored in the centre
* When using any chemical substance educators will;
  + Read any Material Data Sheet, and follow the manufacturer’s directions for use, storage and first aid instructions on the label
  + Use the approved personal protective clothing equipment such as gloves, aprons, goggles, masks, etc. when using chemicals
  + Ensure all chemicals which are stored or decanted are labelled with description of contents, hazards and precautions for use, ensuring that any new container is suitable for the type of chemical being stored
  + Chemicals will be stored in their original containers (Never transferred into soft drink bottles, tomato sauce squeeze bottles or other food or drink containers)

**Building, Furniture, Fittings, Fencing and Gates**

* The building will be maintained in good working order by the school
* Fencing and gates at the centre will be maintained in good condition and will meet the requirements set down by Australian Standards. They will be checked regularly to ensure self-closing and locking, for splinters, sharp edges, protruding or loose screws or bolts
* Gates will be fitted with approved child safe self-closing mechanisms
* The centre will be kept clean and tidy. Floors will be smooth and even with non-slip surfaces. Paint on walls will be maintained in a reasonable and safe condition to ensure children have no access to old paint
* Glazed areas accessible to children will meet Australian Standards
* Furniture and fittings will be kept in good condition, cleaned and will be suitable for the age group of the children using it e.g.the height and size of tables, chairs, shelving, toilets, basins
* Shelving or cupboards will be secure or will have secure castors. Chair legs will have secure legs with rubber caps at base. Table tops will have rounded corners
* Furniture and equipment will be placed in safe positions, not blocking walkways or posing tripping hazards.
* Furniture will be checked regularly for possible safety hazards. If found, it will be withdrawn from use till repaired

**Toys and Equipment**

* Equipment purchased will be checked for safety
* Toys and equipment will be in good condition and clean and will be appropriate to the age and development of the children. Some equipment will be purchased for direct teaching (microscopes) and therefore will not be required to meet the same guidelines as equipment for individual use. Items will be removed from activity areas when not in use and stored appropriately
* Damaged or broken toys and equipment will be repaired or replaced when they are found or will be withdrawn from use until they are repaired
* Toys and equipment will be cleaned regularly with water, detergent and disinfectant
* Toys and equipment will be put away when not in use
* Any toy or equipment purchased will be used to encourage nonviolent play
* All art and craft materials purchased will be non-toxic
* Potentially dangerous items used with the children e.g. knives for cooking experiences will be supervised by educators during activities. Items will be removed from activity areas when not in use and stored appropriately
* All outdoor equipment will comply with current Australian Standards
* When setting up the playground environment educators will be aware of; soft fall surfaces under and around equipment, the height from which a child can fall, the size of the equipment, the age and development of the children, the need to check for sharp or rough edges, holes or areas that can trap body parts, the need to maintain equipment in good order, safe positioning on even surfaces, securely anchored, and not too close to other equipment or movement pathways
* Adequate shade areas will be provided through shade cloth, large trees and awnings
* The sand area will be cleaned and raked regularly. The sand area will be covered when not in use
* Poisonous or toxic plants will be removed from the centre or made inaccessible to children when found
* Trees and shrubs found to have low or dangerous branches will be pruned to ensure safety for all
* Insects, bugs and small creatures which could pose a hazard to educators and children will be removed from the premises when found

The preschool premises will be sprayed annually by a professional pest controller (cockroaches, spiders, etc.). This will be done during a stand down period.

**Road Safety**

* Parents and families will be encouraged to;
* If parked on Bedford St, parents will hold their child’s hand when exiting the car.
  + Always hold their child’s hand when in the carpark or crossing the road.
  + Drive within the speed limit for this area and the roads surrounding the preschool and to watch for pedestrians
  + Not double park cars
  + Always use approved child restraints when travelling in cars. Wear an appropriate helmet when riding or scootering to/from school