



St Michael's Collegiate

Set for Life

Subject: ELC PROVIDING A SAFE ENVIRONMENT POLICY	Policy No: ELC 06 – Version 1
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Covers: COLLEGIATE ELC	Review Date: November 2017

Providing a Safe Environment

Policy

To meet the educational and developmental needs of each child attending the service, Collegiate Early Learning Centre (ELC) and Outside School Hours Care (OSHC) will be operated in a manner that promotes the implementation of a safe environment to support the health, safety and wellbeing of each child attending the service.

The provision of a safe environment will be actively supported by the implementation of the service's policies and procedures, to complement and extend the environment and to support best practice within the service.

All staff will be supported to provide a safe environment to children through a thorough induction process, ongoing professional development and educator, co-ordinator and staff member performance reviews.

Procedure

'The National Law does not require that all risks or challenges be eliminated from children's play environments but that the service weighs the obligation to protect children from harm against the benefits of providing a stimulating environment' (page 156 Operational Policy Manual for Regulatory Authorities January 2013).

To support the minimisation of hazards within the environment, Collegiate ELC and OSHC will implement the service's relevant policies and procedures, and:

- Conduct risk assessments, including daily hazards checks of the environment and equipment, in line with the requirements of the National Law and the National Regulations;
- Securely store chemicals and other hazardous materials so as to not pose a hazard to children who are being educated and cared for at the service;
- While children are being educated and cared for at the service premises, ensure the service premises is free from alcohol, tobacco and illicit drugs;
- Where required, ensure all equipment meets the relevant Australian Standards;
- Unless exempted by law, require that all persons associated with the service hold a valid safety screening clearance or current Working with Children Check;
- Support the nominated supervisor and all staff who work with children to be aware of the obligations they hold under relevant child protection laws; this will be actively supported by staff involvement in ongoing and relevant child protection training;
- Maintain a current Quality Improvement Plan (QIP) to support and guide the service in providing a safe environment for children;
- Include all relevant stakeholders in the review, evaluation and implementation of the service's policy and procedures;
- Implement, practice and review emergency and evacuation procedures as required by the National Regulations;
- Ensure food is handled and prepared in line with the service's Nutrition Policy;

- Liaise with relevant peak bodies and stakeholders to support best practice and a safe environment including (but not limited to):
 - Department of Health and Human Services (DHHS)
 - Department of Justice (DoJ)
 - Department of Education (Education and Care Unit)
 - Tasmania Fire Service
 - Cancer Council
 - Staying healthy
 - KidsMatter
- Support each staff member to develop, evaluate and implement an individual professional development plan.
- Utilise and enact a digital environment that both enhances and extends the program and environment offered to children. This will include limiting children's digital experiences to active screen time¹ experiences only, be of an appropriate rating, be in line with relevant parental permissions and Australian Government Guidelines².
- Music will be of an appropriate rating (G), be used only as an extension and support of the program and not add to the sensory overload of any child attending Collegiate ELC and OSHC.

Relevant Policies and Procedures

- Acceptance and Refusal of Authorisations Policy and Procedure
- Administration of First Aid Policy and Procedure
- Delivery and Collection of Children Policy and Procedure
- Emergency and Evacuation Policy and Procedure
- Enrolment and Orientation Policy and Procedure
- Excursion Policy and Procedure
- Incident, Injury, Trauma and Illness Policy and Procedure
- Infectious Disease Policy and Procedure
- Interactions with Children Policy and Procedure
- Medical Conditions Policy and Procedure
- Nutrition Policy and Procedure
- Staffing Policy and Procedure
- Sun Protection Policy and Procedure
- Water Safety Policy and Procedure

Sources

- *Education and Care Services National Law* sections 3, 167, 171
- *Education and Care Services National Regulations* (77, 78, 81 - 88, 97, 99, 100, 103, 168)
- National Quality Standard (2, 3, 4)

Review due November 2017

Active screen time¹ involves cognitively or physically engaging in screen-based activities, such as playing video games or completing homework on a computer (page 5 Active versus Passive Screen Time for Young Children QLD University of Technology).

Australian Government Guidelines² for screen time released by the Department of Health and Aging 2011