

## Document Control

Document Name	Document Register Number	Review Date
Health and Safety Policy	1.0.2	February 2020
Date Adopted	Minute Number	Summary of Changes
21 February 2018	4914	Revised

## Purpose

To ensure every child's health and safety needs are supported including matters relating to sleep, nutrition, sun protection, water safety, physical activity and administration of first aid.

## Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

## Definitions

**Educators:** are fully licensed registered educators in accordance with service policy and procedure.

**Relief Educators:** are fully licensed and registered relief educators in accordance with service policy and procedure.

## Policy Content

**Sleeping:** Greater Hume Children Services will ensure that safe sleeping practices are implemented for children in accordance with guidelines developed and promoted by Sids and Kids. Educators will also be aware of the sleep and rest practices that are consistent with contemporary views about children's health safety and welfare and that meet children's individual needs.

**Nutrition, food and beverages, dietary requirements and physical activity:** Greater Hume Children Services will ensure that a strong sense of health and wellbeing is supported by good nutrition and an active lifestyle. Children will be encouraged to make healthy food and beverage choices and Educators and coordination staff will encourage parents/guardians to provide appropriate foods that meet the nutritional needs of the child.

Educators and coordination unit staff will work with parents/guardians and be aware of children's food allergies, intolerances and other individual dietary requirements.

Educators and coordination unit staff will support and encourage children to engage in movement and physical activity.

**Administration of First Aid:** Educators and staff often work in isolation and therefore must be equipped to deal with emergency situations and have the training and skills to administer first aid as required.

Educators must maintain current approved first aid, anaphylaxis and asthma training updated every three years or maintain qualifications recognized by Department of Human Services NSW (Community Services).

Greater Hume Children Services will ensure that appropriate staff and all educators are trained in first aid, anaphylaxis and asthma recognition and appropriate treatment.

Greater Hume Children Services will ensure that approved first aid kits are readily available in the service including on excursions.

**Sun protection:** skin damage due to UV rays is harmful to all skin types, causing premature ageing, wrinkles, sunspots, blemishes and skin cancer. Australia has the highest incidence of skin cancer in the world and sun exposure in childhood significantly increases the risk of developing skin cancer and melanoma.

Greater Hume Children's Services Educators and staff have the responsibility to educate and guide children and families towards the dangers of sun exposure. We believe in the value of children having choices of indoor and outdoor play opportunities and encourage those opportunities to be guided around best practice for sun safe protective behaviours. Educators are responsible for preventing and reducing the effects from excess sun exposure to children in their care.

Staff and educators will positively role model and practice skin protective behaviours by wearing hats (broad brim), sunscreen (broad spectrum 30+ and applied before outside play) and protective clothing (with collars, longer sleeves/skirts and trousers).

Staff will select venues for playgroup and excursions that have the most suitable shade and where possible outdoor experiences will be held in shaded areas.

Educators will encourage children to wear hats that protect the crown of the head, neck and face when exposed to harmful conditions. (broad brim or legionnaire hats).

Educators will encourage children to wear protective clothing that cover as much skin as possible with sleeves and collars. Singlets and midriff tops are not appropriate.

Educators will encourage children to apply SPF 30+ broad spectrum water resistant sunscreen prior to outside play during harmful conditions; either provided by educators or families.

Greater Hume Children Services is a Sun Smart accredited service recognised by the Anti Cancer Council NSW.

**Water Safety:** the safety and supervision of children in and around water is of the highest priority. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the service environment. Children will be supervised at all times during water play experiences.

Children's safety and wellbeing will be protected in and around water through supervision and prevention and be promoted through the availability of clean, hygienic water for play and for drinking. The safety of children around water will be considered when completing Home, Premises or Venue Safety Audits and risk assessments for excursions.

**Other:** Greater Hume Children Services will ensure Educators identify, assess and manage hazards and potential risks to children such as potentially dangerous products, plants, objects and animals at the service. This is achieved through completion and regular review of the Home, Premises or Venue Safety Audit.

**Swimming Pools:** Where an approved residence has a swimming pool, or an excursion has been planned to a venue with a swimming pool, this will be recorded in the Home, Premises or Venue Audit and benefit risk assessments for excursions, including ensuring there is appropriate child safe fencing and for residential pools a compliance certificate is provided. Staff and Educators will ensure that if the swimming pool is used appropriate care is taken to ensure strict ratios are upheld at all times.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure

Greater Hume Shire Council Model Code of Conduct

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Incident Injury Trauma and Illness

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Students

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues  
Engagement and Registration of Family Day Care Educators  
Monitoring Support and supervision of Family Day Care Educators  
Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises  
Visitors to the Family Day Care Residence and Venues  
Provision of Information assistance and Training to Family Day Care Educators

### **Links to Procedure**

Nutrition Food and Beverages and Dietary Requirements Procedure  
Sun Protection Procedure  
Water Safety Procedure

### **References**

Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations  
Australian Children's Education and Care Quality Authority (2011) National Quality Standards  
Australian Children's Education and Care Quality Authority (2011) Guide to the National Quality Framework  
Australian Children's Education and Care Quality Authority (2011) Guide to the National Quality Standard.  
Firth, J, Kambouris N, & O'Grady O. (2003) Health and Safety Model Policies and Practices (2<sup>nd</sup> ed.)  
National Health and Medical Research Council (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (4<sup>th</sup> Ed.)

### **Responsibility**

Service Manager

### **Relevant Legislation**

Education and Care Services National Regulation  
Education and Care Services National Law  
Workplace Health & Safety Act 2011

### **Associated Records**

Nil