

POLICY: 19 Health, Safety and Environment

STATUS: Approved

DATE: July 2011

Date for review: June 2014

This policy is to ensure children will enjoy protection, opportunities and facilities, which will enable them to develop physically, intellectually, emotionally and socially, in a healthy manner in conditions of freedom, safety, and respect.

To ensure that inside and outside play areas, services areas, and equipment are safe, usable and presented in an appropriate condition for play.

To achieve this we will do the following:

- Keep the play grounds clean and attractive for play.
- Keep access within and between play areas uncluttered.
- Monitor kitchen, bathroom, and other service areas to ensure safety.
- Gates to be secured at all times

To ensure children have spaces available for quiet and active play, group and solitary play, and a choice of resources and places to use them.

To achieve this we will do the following:

- Allow a choice of equipment and materials to children in a variety of locations.
- Provide space and time for quiet play throughout the session.
- Provide opportunity for children to play without interference or coercion and to have their right to privacy respected.
- Encourage interest in the outdoors.

Health and hygiene are of prime importance and children shall be encouraged to develop safe and healthy practices.

To achieve this we will do the following:

- Promote good health in all caregivers and children.
- Use hygienic practices in the toilets and when handling food.
- Encourage children to develop their own routines for hand washing, eating, rubbish disposal and clean up.
- Deal competently with First Aid and minor accidents. Record accidents in the accident book and inform parents/guardians at the end of the session of any incidents involving their children.
- Parents will be contacted immediately in the event of a major accident requiring the attention of a paramedic or health professional.
- Check the grounds at the beginning of each session for undesirable matter.

Meet or exceed the minimum standards required to comply with childcare health and safety standards.

To achieve this we will do the following:

- Hold regular assessment and reviews of the safety needs and current standards.
- Ensure teachers attend regular training in relevant health and safety matters.

Signed President :

Appendix to Health, Safety and Environment

The Centre Supervisor is empowered to deal immediately with any safety matters as they arise.

1. Safety of external and internal play areas

(a) Safety of play areas

Teachers will:

- Carefully check all new equipment for potential dangers.
- Ensure all equipment is safely placed for play.
- Secure gates and exits at all times.
- Monitor security and safety of boundary fence and prevent children from climbing on fence.
- Encourage children to respect and care for the environment.
- Monitor equipment for dangerous wear and tear or inappropriate usage.
- Never leave paddling pool or similar unattended.

(b) Safety of buildings and service areas

Teachers will:

- Keep all exits clear.
- Prevent external and internal doors and gates from swinging (*whether from children or wind*).
- Discourage children from running and pushing through exits.
- Ensure safety of floors during water play.
- Ensure safe storage of all cleaning and potentially harmful materials.
- Take precautionary measures when handling hot substances and beverages.
- Ensure that hot water temperature is set at safe level as required by the Ministry of Education.
- Switch off all electrical appliances that are not in use.
- Keep staff-only areas out of bounds to all unsupervised children.

2. Health and Hygiene

To ensure the health and hygiene requirements of children and teachers at the

Centre are met by:

- Information on infectious and notifiable diseases will be made available at the Centre.
- Full immunisation of all children is strongly recommended as soon as it is available.
- Contact phone numbers and children's doctor cards are to be kept up to date.
- Parents or guardians are to be encouraged to advise Centre Supervisor on nature of child's absence due to illness.

- Children, parents, and teachers with infectious diseases should be receiving treatment and be cleared by a doctor before attending the Centre.
- All medicines are to be kept in a safe and appropriate place (e.g., locked cupboard, fridge). Parents must give written authority for teachers to administer medication, and must indicate quantities of medication and frequency to be taken. Teachers must countersign when medication is administered.
- Teachers are to take certified First Aid courses and regular refresher courses.
- The First Aid kit is to be stocked and maintained.
- A First Aid manual and incident book is to be kept with First Aid kit. All accidents and injuries are to be entered in the accident and incident book.
- The Centre Supervisor is to arrange periodic visits by health and safety professionals.
- Parents, teachers or visitors are not to smoke or drink alcohol during regular sessions.
- Children should be encouraged to manage their own toileting.
- Teachers will ensure that all elements for hand-washing are present (warm running water, soap, paper towels, footstool).
- All food items are to be stored in vermin-proof containers.
- Each child's record should show, and teachers should be aware of, adults responsible for the drop-off and pick-up of children. Teachers are to be informed of arrival and departure of all children.
- Parents' or guardians' permission is to be obtained before taking any child on a trip away from the Centre. On all trips there must be 1 adult: 3 children ratio except beach trips during which a 1 adult: 2 children ratio shall be maintained, and car restraints must be fitted in all cars used on the trip. When travel is by private motor vehicle, there will be a minimum of two vehicles on every outing.
- Permission is obtained on enrolment for trips around NIWA/Greta Point Campus.

3. Freedom and Choice

Teachers will:

- Ensure children are physically comfortable.
- Ensure children are wearing appropriate clothing for each activity.
- Provide locker space for each child.
- Ensure the environment is maintained and learning experience areas are well stocked.
- Suggest alternative ways or places for equipment or materials to be used.
- Protect the child who wants to be left alone from unwelcome attention.
- Offer a quiet story session for those wanting it.
- Try to create a mix of supervision patterns (e.g., 1 to 1, small group, large group, unobtrusive supervision).