



Physical Environment Policy

Quality Area 2: Children's health and safety

Standard 2.1 Each child's health is promoted.

Standard 2.2: Healthy eating and physical activity are embedded in the program for children

Standard 2.3: Each child is protected

It is our commitment to provide a safe environment for children so that they can explore, discover and learn and for Educators so that they can nurture and educate children in a safe and pleasant environment.

- All staff will undergo an induction upon commencement of employment
- Educators and management will support the belief that prevention is better than cure
- Educators will check the playground each morning for unsafe objects and to ensure that all equipment is put together safely. Equipment is to be appropriate to the children's age and stage of development
- Centre car park – ensure family members are aware of pedestrian safety rules such as holding their child's hand and alighting children from the safety door. Encourage families to always supervise their children in the car park to prevent accidents and injuries, which could occur as a result of reversing vehicles.
- Climbing and play equipment - stable, maintained, meets relevant Australian Standards. Teach children to use safely.
- Fence off securely and effectively all sides of outdoor play areas from roads, water
- Hazards and driveways. Maintain fences, have correct height, install childproof self- locking devices on gates.
- Finger entrapment – all holes or openings in playground equipment must be between 8-25 mm.
- First aid kit is approved, maintained, and accessible throughout outdoor play.
- Garden debris removed, garden equipment stored and locked away, regularly trim branches and bushes.
- Pet and animal droppings cleared or inaccessible to children in outdoor areas, exclude dogs from children's play areas, finger proof pet enclosures, supervise pet interactions with children.
- Safe play rules and adequate safe play areas - talk with children about how to play safely. Maintain safe layouts for outdoor play areas to avoid collisions between children.
- Sandpits - cover when not in use, regularly clean, rake, and remove sand soiled by faeces or blood. Hose sandpits at end of day after removing contaminated sand and material.

- Educators will report all hazards, incidents and injuries to management via the appropriate forms. All blank forms are kept in the 'Name of service' Pro-forma Folder visibly located in the staff area. All completed forms are kept in the office.

All Service staff members are to ensure they are familiar with the following at all times:

- Access for children and adults with disability - ensure safe access into, within and out of the centre, security, toilet and washing facilities, and check for hazards for wheelchairs and people with impaired sight, hearing or mobility.
- Barriers - age appropriate, child proof, self-locking barriers to balconies, stairways, kitchen, bathroom, laundry, garage, other levels in the centre, front and back garden.
- Children at risk – maintain extra security and supervision for children at special risk.
- Choking hazards e.g. small toy parts, beads, nuts, blind and curtain cords, plastic bags, sandwich bags, balloons.
- Decorations and children's artwork – do not place near ceiling fans, air conditioners or heaters. Avoid use of tacks, pins, and staples.
- Doors – use finger jam protectors.
- Evacuation plans to be displayed in each room of the service.
- Fire – fire blanket, extinguisher, fire exits, smoke detectors, electrical safety switch.
- First aid kit with sufficient contents, maintained, accessible, first aid certificate current for relevant staff.
- Furniture meets safety standards.
- Heaters – ensure that children cannot come in contact with hot surfaces. It is preferable to use heating where combustion products are ducted outside. If 'un-flued' gas heating is used ensure there is adequate ventilation while the heater is operating.
- Hot water - ensure the hot water supply is regulated so as to keep it below the temperature at which a child can be scalded (the current Kidsafe recommendation is below 43.5°C).
- Machinery, tools and equipment – ensure all engine operated or other hazardous equipment, tool or machinery are stored securely and are inaccessible to children.
- Noise – reduce excessive exposure.
- Record details and notify parents of any child accident.
- Safe play rules and adequate play spaces - discourage running indoors and safe furniture layout to avoid collisions.
- Safety glass used and installed according to the current Regulation, Australian Standards, and Australian Building Codes on all glass doors and windows accessible to children, safety decals on sliding doors and plate glass doors at child and adult eye level.
- Security – ensure all entry doors are locked at all times.
- Smoke free environment in all areas.
- Staff personal items – ensure staff's personal items such as bags, sharp instruments, toiletries and medicines are kept secure and are inaccessible to children.

- Store in locked cabinet unsafe items, e.g. chemicals, medicines, razors, knives, electrical equipment.
- Toys – meet safety standards, age appropriate, maintained, and non-toxic
- Ensure children are visible and supervised at all times.
- Centre management is committed to maintaining building and outdoor areas with monthly audits and report procedures used to ensure safety.
- Employees are to notify employer of past injuries upon commencement of employment
- Concerns will be discussed amongst staff and management to ensure an appropriate and practical resolution
- All Educators on the premises must have a current first aid certificate
- A fully stocked first aid kit is on the premises in the [kitchen / Educator](#) area at all times. It is checked and restocked each month
- Ensure outdoor play equipment meets current Australian Standards, is purchased from a reputable manufacturer, and is checked regularly and maintained.
- Always inspect the playground before children play outside, and ensure children playing on equipment are dressed appropriately. Hoods, drawstrings and cords can be potential choking hazards.
- Ensure play equipment that is higher than 50cm has soft fall installed underneath at least 25cm in depth under and 1.9m from the perimeter of the equipment. Place outdoor play equipment away from paths and solid garden edging.
- Ensure surfacing used underneath and around equipment complies with Australian and New Zealand Standards AS/NZS 4422, 1996, and is maintained regularly; materials may need to be raked, redistributed and checked weekly for spiders, sharp objects or animal litter.
- The RTA recommends that children under nine do not use bikes, scooters, skates or skateboards in children's centres. Children who do use these must wear helmets and pads where appropriate. Nurture and Nature Private Preschool does not intend of supplying bikes or scooters but if they do, the above will be considered.
- Staff members are to ensure that all toys offered to children are age appropriate for safety reasons and used in a safe manner as manufacturer's attended and advised.
- Children's preference and need for rest and sleep will be supported by Educators despite the routine of the room
- Temperature controls are on all taps that are accessible to children. Children are not permitted in the laundry or kitchen area.
- To ensure the physical safety of all children, no hot food is permitted in the classrooms when children are present.
- No nuts or eggs are permitted in the Centre to protect children at risk of anaphylaxis. Parents/guardians must inform the Centre of any allergies their child has and measures will be made in conjunction with the parent/guardian to ensure the safety of the child in regard to the particular allergies.
- If Educators are heating food for children that has come from home it is to be heated thoroughly (above 60 degrees Celsius) and then left to cool down for the recommended 10 minutes. Before giving the food to the child it will be mixed thoroughly to ensure it is heated

evenly. A piece will then be removed with a spoon and tested by the Educator on their hand. This piece of food will be thrown away. Food is only heated once and left overs thrown away. (Staying Healthy in Child Care 2005)

- Wear appropriate personal protective clothing (e.g. gloves, aprons, mask, and goggles) in accordance with manufacturer's instructions when using or disposing of hazardous chemicals or substances.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 131126, or call an ambulance, dial 000.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and notify Work Cover/Work Safe immediately and any other person or authority as required by the Regulation
- Medication is stored out of children's reach in the [staff office area](#) or in a lockable container in the fridge. Medication is to be handed to a primary Educator by the parent/adult on arrival, not left in a child's bag.
- All staff members are to ensure that any medication they have is stored in the [locked filing cabinet in the medicine drawer](#) and not left in hand bags or any other unsecured place.
- In the case of snakes and/or dangerous animals/insects children are to be removed from the area. Evacuation procedures, if necessary, are to be undertaken until the area is given the all clear by either the Nominated Supervisor or the Certified Supervisor.
- Fire and emergency evacuation plans are located throughout the Centre.
- All members of staff must observe strict health and hygiene practices that have regard to current community standards and are in accordance with relevant government guidelines to minimise risks to children
- Staff will always strive to minimise the use of toxic products. It will always be the aim of staff and the Centre to ensure we are providing a safe environment by seeking non-hazardous, non-toxic alternative products.
- Staff will endeavour to be knowledgeable with the products that they are using ensuring that all products are being used for the correct purpose.
- If toxic products must be used, as there is no alternative, then it is to only be used when the children are off the premises and following the directions of use.
- Staff will make themselves familiar with any plant, foliage or flora they bring into the Centre and ensure that it is not toxic or presents a risk to the children in any way. Staff will withhold any plant, foliage or flora that a child may bring into the Centre if there is any doubt about the safety of the material.
- Remove or keep children away from plants that can cause serious poisoning. Common examples are – African milk bush, angels trumpet, atrium lily, azalea oleander, castor oil plant, chestnut, daffodil, deadly nightshade, dumb-cane (elephants ears), English ivy, foxglove, hyacinth, hydrangea, iris, lantana, Moreton Bay fig, rosary bean, rhubarb, rhus, white cedar, wisteria.
- All staff members are trained in child protection and aware of our Child Protection Policy.
- No alcohol or unlawful substances are to be consumed or stored on any part of the premises of the service at any time when the service is being provided to the children.

This policy was made with consideration to Staying Healthy in Childcare 5th edition, Education and Care Services National Regulations 2011, Kids and Traffic' resources available from the Early Childhood Road Safety Education Program, Macquarie University: www.kidsandtraffic.mq.edu.au

Date that the policy was last updated or revised: April 2016

Signature of Director: _____

Nurture and Nature Private Preschool