



# Nature Alliance Family Day Care Service

Child Safe Environment Policy



## **POLICIES IN THIS SECTION AS REQUIRED BY:**

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a);162(A) ;165;166;167.

Education and Care Services National Regulations, 2012 – 82;83;84;97;102 (A-D);103; 104; 105;106;109;110;113,114;115;116;117;123A;124;136;149;155;162;166;168;169;170;171. 274.

## **POLICY:**

Nature Alliance Family Day Care Service has a legal and ethical responsibility to ensure all parties provide a safe and friendly environment where all children are respected, valued and encouraged to reach their full potential. Children’s safety and wellbeing is paramount, and we aim to take all practical steps to protect children and young children from harm, ensuring healthy and safe environments. Children’s safety and wellbeing is embedded in our day-to-day practices.

We are committed to diversity and welcome all children and young people regardless of their abilities, sex, gender or social economic or cultural background.

Nature Alliance FDC Service endeavours to embed the National Principles for Child Safe Organisations in all practices and promotes a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children’s sense of security and belonging.

## **SCOPE**

This policy applies to the approved provider, nominated supervisor, coordinator, educators, educator assistants, students, families, children, volunteers, and visitors of the FDC Service.

## **Definitions**

Nature Alliance Code of Conduct and Early Childhood Code of Ethics.

- Together with the ECA Code of ethics, the NA Code of conduct helps guide interactions between management, Educators and staff, as well as informing the service decision-making processes relating to professional standards.

Disclosure

- The process where a child or young person conveys or attempts to convey that they are being or have been abused.

Mandatory reporting

- The legislative requirement for selected classes of people to report suspected cases of child abuse and neglect.

Rights of the Child

- Human rights belonging to all children, as specified in the United Nations Convention of the Rights of the Child.

## Wellbeing

- Sound wellbeing results from the satisfaction of basic needs. It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity, and resilience.

## Working with Children Card

- A notice granted to a person under a working with children law. The person has been assessed as suitable to work with children.

## **PROCEDURES:**

1. All staff, Educators and Educator Assistants complete training to support their knowledge to identify signs and behaviours that may indicate child abuse and thoroughly understand their obligations and responsibilities to respond to incidents, disclosures, or suspicions of harm as mandated reporters.
2. The Nature Alliance Service Policy Folder is available at each FDC residence or approved venue and on the Nature Alliance FDC webpage.
3. Parents/guardians and all stake holders are encouraged to share feedback and evaluation of our policies and procedures.
4. Educators are encouraged to provide opportunities for conversations with children and young people about their rights. They are encouraged to support and encourage children and young people speak up if they are feeling unsafe or worried.
5. Management, Educators, staff, volunteers and students will adhere to the NA Service's Code of Conduct. Any breach to the NA Code of Conduct by staff, Educators or other parties may result in disciplinary action including loss of membership.
6. Any concerns that individuals may have about inappropriate actions of any Educator, staff, student or volunteer that involves children or young people should be raised with the management.
7. Educators, educator assistants, coordinators, staff and volunteers must:
  - not discriminate against any child, because of age, gender, cultural background, race, ethnicity or disability
  - not put children or a young person at risk of abuse- refusing food or play, making threats, exposing children to inappropriate language or material (movies, internet, photos, or music)
  - not develop any 'special' relationships with children or young people that could be seen as favouritism such as the offering of gifts or special treatment.
  - not be under the influence of illegal drugs or alcohol while providing care.
  - not smoke or vape in or on surrounding areas of the FDC Service while care is taking place.

## **The Family Day Care Premises**

1. An initial safety and risk assessment of the Family Day Care residence/venue is completed prior to the commencement of Family Day Care and reviewed annually by the Family Day Care Service or as required.
2. The assessment of the Family Day Care residence and/or Family Day Care venue will consider matters relating to premises, furniture and equipment, fencing; materials; laundry, toilet and hygiene facilities, ventilation and natural light, suitability of residence and nappy change arrangements, water hazards/features/swimming pool, animals and all items included on the Annual Venue Assessment Form.
3. The Family Day Care Educator will consistently maintain the environment, to ensure that the health, safety and wellbeing of children being educated and cared for are protected.
4. Family Day Care Educators will complete a daily home/venue safety checklist, prior to each childcare session commencing.

5. Family Day Care Educators must advise the approved provider of any proposed renovations to the residence or venue, changes relating to physical environment of the residence and any changes that may affect the education and care provided to children.
6. Family Day Care Educators must advise the approved provider if they exclude a registered area of their premises on a temporary basis whereby it is either not safe for children to access or used for another purpose. This area must be made inaccessible to children and the acknowledgement of the temporary modification must be kept and available if ECRU were to visit.
7. Any modifications or amendments to the registered area of the premises must be notified to the approved provider in writing using NA-FRM-0026.

### **Supervision**

1. Educators will employ 'active supervision' strategies within the FDC environment and when transporting children.
2. Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision.
3. The Family Day Care Educator will not leave children in an unattended vehicle, in any circumstances. This applies even if the vehicle remains in sight of the Family Day Care Educator
4. The Family Day Care Educator will directly supervise children at mealtimes.
5. The Family Day Care Educator will arrange play areas to ensure children can be effectively supervised both indoor and outdoor simultaneously.
6. The Family Day Care Educator will foster children's independence and competence by supporting children to undertake activities that may challenge them involve risk taking. However, Family Day Care Educators will intervene where possible to prevent harm, whenever this is necessary.
7. The Family Day Care Educator will develop a routine to support the supervision and safety of children during delivery and collection times. The Family Day Care Educator is responsible for the supervision of children from the time the parent signs the child into care until the time the parent signs the child out of care.
8. Sleeping infants and toddlers will be closely monitored at regular intervals and will always be within sight and hearing distance of the FDC educator so a child's breathing, and the colour of their skin can be monitored.
9. All the above procedures apply except in an emergency situation that is life threatening. If it is a life-threatening situation, the Family Day Care Educator may call upon the assistance of a responsible adult to supervise the children.

### **Court Orders:**

1. If court orders involving the custody or supervision of the child are in place at the time of enrolment or once the child is enrolled, a copy must be forwarded to the service and listed on the register.

### **Equipment – Trampolines,**

1. Trampolines must comply with the current Australian Standard.
2. Trampolines that are above ground must be installed according to manufacturer's guidelines.
3. Direct adult supervision must be provided at all times while the trampoline is in use.
4. It is recommended that only 1 child is on the trampoline at any time.
5. Safety pads must be in place around the trampoline's side springs. Frame padding should be a different colour to that of the bed.
6. Other children must be at a safe distance from the trampoline when the trampoline is in use

7. The trampoline is only used on a flat soft surface and must not be used on hard surfaces such as concrete or bricks.
8. If the Family Day Care Educator has a trampoline, but chooses not to use the trampoline, it is suggested that the trampoline remains upright on its legs.
9. If the Family Day Care Educator chooses to store the trampoline in another position, the trampoline must be securely tied to prevent it falling.

**Rebounders / Mini Trampolines:**

If used the following conditions apply:

1. Direct adult supervision must be provided at all times when the trampoline is in use.
2. It is recommended that only 1 child is on the trampoline at any time.
3. Safety pads to be in place around the trampoline's side springs. Frame pads should be a different colour to that of the bed.
4. Other children shall be at a safe distance from the trampoline when the trampoline is in use.

**Skateboards, Roller Blades, Roller Skates and Scooters (Roller Blade Style):**

1. Skateboards, roller blades, roller skates and scooters (roller blade style) will only be used under direct supervision.
2. It is recommended that children wear helmets, knee & elbow pads for protection.

**Storage of hazardous substances**

1. Nature Alliance FDC encourages the use of eco-friendly products.
2. FDC educators will endeavour to provide a safe environment ensuring that necessary chemical and hazardous equipment are safely stored away from children and handled appropriately.

**Pets:**

1. Family Day Care Educators will notify the Family Day Care Service prior to obtaining a new animal or bird that will be present on the premises.
2. Prior to enrolling a child in care, a parent must be made aware by the Family Day Care Educator of any animals or birds kept on the family day care educator's property. Parents must also be made aware of any new animal or bird introduced following the child's enrolment.
3. The Family Day Care Educator who has an animal or bird on the premises must ensure that they have an area where the animal or bird can be kept that is separate and apart from any area used by the children unless the pet is involved in a specific activity that is directly supervised by the Family Day Care Educator.
4. Any animals must not result in restrictions to children's access to normal inside or outside activities.
5. All animals kept on the Family Day Care property must be maintained in a clean and healthy condition, and in such a way that children will not be in danger of injury or infection.
6. A cage or a hutch within the children's play area is acceptable as long as precautions are taken to protect children if needed. Closed mesh such as fly wire or shade cloth could be used as a barrier to protect children's fingers if the educator or Nature Alliance staff believe it necessary.
7. When any animal is introduced to children, the Family Day Care Educator will be sensitive to the fears and anxieties of the children and parents.
8. Children will be encouraged to treat all animals with respect.
9. Interactions between children and animals must be directly supervised. Separation of children in care from animals is recommended to reduce the risk of unsupervised interaction.
10. The Family Day Care Educator must ensure that cats are NOT present, nor have access to the same area in which a child is sleeping.

11. The Family Day Care Educator should deter cats from being on areas used for food preparation and eating.
12. When children are using play areas animal droppings and animal hair must be removed daily before children arrive, or as required during the day.

**Firearms and Ammunition:**

If there is a firearm/s on the premises the following must be in place and followed

1. Copy of the firearms licence lodged with the office or sighted by the Service Staff and License number and expiry date recorded on FDSee.
2. Ammunition is stored in a locked container separate to the container that holds the firearm.
3. The firearm is not accessible to children and located in a locked storage container as required by state legislation.

**Supporting Documents:**

FDSee Annual Venue

NA-FRM-0026 Notification of Modification

NA-FRM-0029 Environmental Checklist

**Sources:** Kidsafe (WA) [www.kidsafe.com.au](http://www.kidsafe.com.au)

WA Commissioner for Children and Young People (CCYP)

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