



# Nature Alliance Family Day Care Service

Child Safety



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

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a); 167; 179; 189

Education and Care Services National Regulations, 2012 – ‘Regulations Part 4.2 – Children’s Health & Safety, Part 4.3 Physical Environment, Part 4.4.

103(1); 104(1); 105; 106 (1)(2); 107 (2)(3)(4)(5); 108 (2)(3)(4)(5); 113, 114

Staffing Arrangements – Division 2, 3 and 6, 158– 166, 168, 169

## **POLICY:**

An approved provider must ensure that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.

## **PROCEDURES:**

### **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 child care 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.

## **Supervision:**

### **Supervision of Children:**

1. The Family Day Care Educator is responsible for the direct supervision of children. Each child will be within sight and/or hearing of the Family Day Care Educator at all times the child is in care.
2. The Family Day Care Educator will directly supervise children at meal times.
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 arrange play areas to ensure children can be effectively supervised.

5. The Family Day Care Educator will foster children's independence and competence by supporting children to undertake some activities that involve risk taking. However, Family Day Care Educators will intervene to prevent harm, whenever this is necessary.
6. 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.
7. 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 manufacturers 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.

**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. This policy must not result in restrictions to children's access to normal inside or outside activities.
5. All animals or birds 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 special precautions are taken to protect children. (E.g.: Closed mesh to prevent children's finger access – such as fly wire, shade cloth).
7. When any animal or bird 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 animals and birds 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:
  - (i) Animal droppings and animal hair must be removed daily before children arrive, or as required during the day.

**Firearms & Ammunition:**

If there is a firearm on the premises the following points 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 Harmony
2. Ammunition 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.

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