

Jack and Jill Preschool

Where Lifelong Friendships Are Made

Safe Environment Policy

Aim: To ensure that the service is safe and inviting for all stakeholders with appropriate management of risks and hazards, including consideration of cultural safety.

Alignment with the philosophy:

Associated Systems:

- Outdoor environment checklist procedure
- Resource washing procedure
- Cleaning procedure
- Chemical usage procedure
- Cleaning audit
- Environmental compliance audit
- Kitchen audit
- Bathroom cleaning checklist
- Kitchen cleaning checklist
- Resource washing record
- Risk assessment form
- Multipurpose risk assessment form
- Supervision plan
- Communication form
- Animals in the service policy
- WHS policy
- Supervision policy
- Emergency management policy
- Emergency response policy

Implementation:

Quality Area	Practices
1	<ul style="list-style-type: none">• Build in intentional teaching opportunities to discuss safety with the children including how to manage risks and what to do if they see a danger in the environment through both planned and spontaneous experiences.
2	<ul style="list-style-type: none">• Complete all associated checks as per the associated procedures to ensure that the environment is safe and appropriate for both children and adults to be in, communicating any hazards found or issues through either the risk assessment form or the communication form as per the relevant process.• When managing risks within the environment share information with children so that they are aware of how to play safely and what this would look like. This could include explaining why an area isn't safe, creating rules for safe play with new equipment with the children, giving children feedback on their ideas to manage the associated risks etc.

	<ul style="list-style-type: none"> • Signage will be used at all times through the service to identify and manage risks within the environment such as chemical storage signs, reminders to keep doors closed or latched, signs alerting to temporary risks such as wet floor signs, clearly labelled emergency equipment etc. • Appropriate and adequate supervision will be maintained at all times to ensure that children are safe within the service environment. • Appropriate signage will be displayed alerting staff and visitors that the service is a drug and alcohol free zone, and this will be reinforced by staff.
3	<ul style="list-style-type: none"> • Any issues identified in the service and communicated via risk assessments or communication forms will be managed by the responsible person including arranging maintenance or building works to ensure that the environment is safe. • All cleaning procedures and forms are to be up to date at all time with recorded evidence of practices in this area. • The environment is to be culturally safe for all stakeholders with appropriate representation of different cultures represented in the community through resources, displays, language and staffing decisions. • As per the daily outdoor checks the premises and fences will be checked to ensure they are in good repair.
4	<ul style="list-style-type: none"> • All staff will follow the associated procedures and forms at all times ensuring that they are contributing to the overall safety of the service environment. • Any staff, visitors or contractors involved in an incident or near miss must report this to the Responsible Person in a timely manner for investigation.
6	<ul style="list-style-type: none"> • The needs of the families will be considered when making decisions around the environment to ensure appropriate and safe access and participation for all families.
7	<ul style="list-style-type: none"> • Conduct regular audits as per the schedule to ensure that the environment is being well maintained and cared for and that staff are completing the appropriate practices to support this e.g. cleaning, daily checks etc. • Ensure all associated systems are reviewed with the policy to support consistent practices.

Sources:

- Education and Care Services National Regulations
- Guide to the NQF
- Staying Healthy 5th Edition
- A Guide to The Child Safe Standards – Office Of The Children’s Guardian (8)
- WHS laws, regulations and codes of practice

NQF evidence:

- Regulations: 82, 103, 104, 105, 106, 107, 108, 109, 111, 112, 115
- NQS: 1.2.1, 2.1.2, 2.2.1, 2.2.2, 3.1.1, 3.1.2, 3.2.1, 4.2.2, 6.2.2, 7.1.2