

ARMIDALE OUT OF SCHOOL HOURS CARE

Providing a Child Safe Environment Policy

Related documentation Policy/policies:	Positive Behaviour Management Policy, Child Protection Policy, Excursion Policy, Delivery and Collection of Children Policy, Acceptance & Refusals of Authorisations Policy, Emergency & Evacuation Policy, Delivery and Collection of Children Policy
Regulation/s/ Standards:	Regulations 165, 166, 167, 82,83,84,175 National Quality Areas 1 & 2
Related procedures:	Workplace Health and Safety, Supervision
References:	ACECQA Research and Resources
Date effective	November 2023
Date for review	November 2025
Purpose	Children’s safety and wellbeing are paramount at our service and will be fostered through responsive relationships, engaging experiences and a safe and healthy environment.
Responsibility/applies	Directors, Management, Nominated Supervisors, Educators and Families

Key Information

Armidale Out of School Hours Care Management, Nominated Supervisors and Educators will use their best endeavours to ensure that children enrolled in the service are provided with a safe environment at all times

Our Board of Directors, management, nominated supervisors and educators are omitted to meeting our legislative obligations to prevent harm and hazard towards children.

Procedures:

- Children’s wellbeing is paramount and children will be actively involved in decision-making to provide an environment that encourages them to reach their potential
- At all times, reasonable precautions and adequate supervision will ensure children are protected from harm and hazards
- Procedures to effectively manage incidents and emergencies are in place and regularly rehearsed
- Nominated supervisors and educators and staff members are aware of their obligations in relation to Child Protection
- The Nominated Supervisor will ensure that Educators effectively supervise children in both of indoor and outdoor environment
- Management and Nominated Supervisors will ensure that there is timely and effective identification of, and response to, children who may be at risk of or who are experiencing abuse or neglect

Supervision:

Armidale Out of School Hours care recognises the important of balancing the need for close supervision with respect for the age of children and their and developing independence. To this end the following minimum supervision requirements are in place:

- Physical head checks of children in care will take place every 15 minutes
- At least one Educator will remain in the indoor care environment while children are present
- Children will not be permitted to play outdoors unless accompanied by an Educator
- All children must be within visual observation of at least one Educator at all times
- If a child attempts to enter an outdoor area where they are not in the direct line of sight of an Educator, they will be recalled immediately
- Children are requested to inform an educator when they need to visit the toilet
- Educators will monitor children's presence within toilet areas discreetly, without impinging on the individual child's privacy
- Should an Educator wish to be relieved of their post, or to visit a toilet, they must seek a replacement Educator to take their position prior to leaving the care environment

Child Protection Training:

Armidale Out of School Hours Care will ensure that all Responsible People are in possession of a current qualification in Identifying and Responding to Children at Risk of Harm at all times.

The Care Environment:

Armidale Out of School Hours Care will provide an environment that is free from the use of tobacco, illicit drugs and alcohol and ensure no educators affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children in the service.

The Community:

When required, Armidale Out of School Hours Care will work collaboratively with appropriate services and/or professionals to support children's access, inclusion and participation in service.

Armidale Out of School Hours Care will ensure the safety and wellbeing of children attending the service by keeping a visitors' record, including signatures and arrival/departure times for all visitors to the service.