



The Hutchins School: Children's Services

CS-124.1: Health and Safety Addendum

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 2.3: <i>Each Child is Protected</i> . Work Health & Safety Act 2012 Work Health & Safety Regulations 2012
Commencement Date	1/6/2013
Last Review Date	1/6/2016

1. Purpose

The purpose of this policy is to ensure the health, safety and wellbeing of the children attending The Hutchins School: Children's Services.

2. Scope

This policy applies to The Hutchins School: Children's Services

3. Objectives

To outline best practice Health and Safety procedures in order to inform staff practices while working in The Hutchins School: Children's Services.

4. Definitions

The Hutchins School: Children's Services	A term used to denote The Hutchins School: Outside School Hours Care & Kindergarden (collectively).
OSHC	The Hutchins School: Outside School Hours Care
Kindergarden	The Hutchins School: Kindergarden (including Pre-Kinder)
ELC	The Hutchins School: Early Learning Centre (Pre-Kinder to Grade 2)

5. Policy Information

The main source for Work Health and Safety policy information may be found within The Hutchins School's [Work Health and Safety Policy](#). The following points serve merely as an addendum to that document, highlighting procedures and risk mitigation processes in place in The Hutchins School's Children's Services that may not be relevant or required elsewhere.

Maintenance and Playground Checks

Staff regularly check all work and play areas, including outdoor environments, so as to make sure that they are safe and free from hazards. Comprehensive checks are carried out by The Hutchins School: Children's Services staff on a daily basis.

Equipment is checked on a daily basis for wear and tear, and any unsafe equipment is removed from the children's access until such time as maintenance can be carried out.



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If a safety issue arises during a playground check or at any time that children are in the playground, staff are expected to take immediate action either to rectify the problem, or to prevent children from accessing the area in question. If necessary a maintenance request must be emailed to the Head of Maintenance (maintenance@hutchins.tas.edu.au).

It is also the responsibility of the Director and educators of The Hutchins School: Children's Services to thoroughly inspect play areas utilised while on an excursion, *prior* to the children being allowed to play in those areas. While facility operators have an obligation to the public to keep their premises in good order and safe for use, it is also the responsibility of the service to ensure that children do not enter an environment that is not safe.

Electrical Safety

Power points are to an approved standard. Those power points not in use are protected with suitable fittings to prevent the insertion of foreign objects. Any small electrical appliances are used only in the kitchen area, one that can be blocked off to children. Appliances are only used by adults or, where used by children, under strict staff supervision.

Use of Chemicals and Cleaners

The use of chemicals and cleaners that are harmful to children is restricted as much as possible. All chemicals and cleaners, even those which are non-toxic, are stored in up in high cupboards out of the reach of children or in locked cupboards. The majority of chemicals or cleaners on the site, including heavy duty chemicals, are kept in a locked cupboard, accessed by only a few staff and cleaners. Cleaning products used on School premises are largely designed for such environments, and are not considered to be toxic when prepared correctly.

All chemicals and cleaners are stored in appropriate containers, clearly marked. No cleaning products are ever stored in unlabelled containers. Staff are made aware of the correct use of all chemicals, and also of any First Aid requirements associated with them. MSDS Sheets detailing the nature of hazardous chemicals, action plans for various forms of contact, and safe usage requirements are kept in an area accessible to staff at all times.

First Aid

There will always be on the premises *at least* one staff member who holds a current First Aid certificate with a CPR qualification (though current staff training ensures that number is significantly higher. Wherever possible, *all* Educators are First Aid trained, and hold CPR, Asthma and Anaphylaxis qualifications as a minimum). The Hutchins School's commitment to First Aid qualifications ensures that as many staff as possible, regardless of role or employment status have current, relevant First Aid skills. These qualifications are updated and maintained annually through the Professional Development (PD) Week and through individually requested training sessions.



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For First Aid incidents and/or emergencies, a full First Aid kit is kept in the ELC on site in a clearly marked cupboard. Each classroom and child care area will also have its own, smaller set of supplies. These secondary kits are portable, and are useful for accompanying children and staff on excursions, or even just to the playground. These First Aid Kits are checked and maintained on a regular basis, both to ensure adequate provision of supplies, and to ensure that all out of date items are removed prior to expiry.

At least two cold packs are kept in the freezer, for use with bruises and strains. Cold packs are covered before use; they are never placed directly on a child's skin as they may cause a cold burn.

A sharps container is kept at The School in the ELC First Aid cupboard. This is for the disposal of any sharp objects that may have been contaminated in any way (e.g. with body fluids). Any sharps found in the playground or other play areas will be handled carefully and with gloves on. Normal contamination procedures will be followed once the sharps have been safely disposed of.

For further information regarding First Aid procedures, please refer to the First Aid Procedure.

Helmets and other Safety Equipment

During vacation care the Hutchins OSHC Service may hold what is known as 'Wheel Day'. This is a day when children can bring their bikes, rollerblades, skateboards, etc. to the Service with them. If a child does bring their wheels from home they must have a helmet. No child is allowed to ride their wheels of any kind without a helmet.

If a child arrives without a helmet then they may be able to borrow one from another child. However if the parent is not comfortable with the associated health risk of doing this then the bike, etc. must go home with the parent. Parents must also understand that they may be liable for damage their child does to another child's helmet or equipment. The Service will not be held responsible for loss or damage to any child's belongings.

If a parent wishes their child to wear extra safety equipment (e.g. knee pads, elbow pads, mouthguard) for wheels day or for any other sporting activity, they should inform staff of this when they drop their child off. If the child has brought the safety gear with them then staff must ensure that they wear it.

OSHC Sign in & Out Procedure

In the interest of being proactive about safety and emergency procedures, staff at the Service conduct regular roll calls to check that all children who should be present, are. During After School Care, roll call is taken once a day prior to afternoon tea. During the Vacation Care program roll call is done anywhere between 1-3 times a day, usually just prior to meal breaks, and upon return from excursions. This roll call allows staff to check that all children who are booked have arrived and also serves as a check for those children who have arrived without a booking. Staff also conduct regular 'head counts' throughout the day so as to make sure no one is missing. This is also an effective check on children who may have gone home but who haven't been signed out.



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6. Supporting Procedures / Guidelines

None – though this particular addendum should be read in conjunction with The Hutchins School's [Work Health and Safety Policy](#).

7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 2: Children's Health and Safety

- **Standard 2.1: Each child's health is promoted**
 - Element 2.1.1: *Each child's health needs are supported*

- **Standard 2.3: Each Child is Protected**
 - Element 2.3.2: *Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury*

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.

My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010: Section 167.

Education and Care Services National Regulations 2011: Regulations 101(2), 168(2)(a)(iii)

8. Referenced External Documentation

Federal, State and Territory WorkSafe Management Agencies:

WorkCover Tasmania - www.workcover.tas.gov.au/node/workcover.htm

Sources and Further Reading:

Australian Competition & Consumer Commission. (2005). *Keeping baby safe: A guide to nursery furniture*. ACT: Commonwealth of Australia.

Australian Competition & Consumer Commission. (2005). *Safety toys for kids*. ACT: Commonwealth of Australia.

Frith, J., Kambouris, N., & O'Grady, O. (2003). *Health & safety in children's centres: Model policies and practices* (2nd ed.). NSW: School of Public Health and Community Medicine, University of New South Wales.

Kidsafe. (2000). *Kidsafe: Child safety resource manual*. Victoria: Kidsafe Victoria.



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Kidsafe. (2007). *Kidsafe: Playspace resource kit*. SA: Kidsafe SA Incorporated.

McLeod, P. (2005). Health and safety information on the internet. *Putting Children First*, 15, 12-13.

Kidsafe. (n.d.). *Safer homes for children: Design & construction guidelines*. NSW: Kidsafe News South Wales Inc.

National Health and Medical Research Council. (2005). *Staying healthy in child care: Preventing infectious disease in child care* (4th ed.). Canberra: Author.

Tansey, S. (2005). Supervision in children's services. *Putting Children First*, 15, 8-11.

Tansey, S. (2006). *Outside School Hours Care Quality Assurance Factsheet #3: Safety in children's services*. NSW: National Childcare Accreditation Council Inc.

Tansey, S. (2006). *Quality Improvement and Accreditation System Factsheet #2: Safety in children's services*. NSW: National Childcare Accreditation Council Inc.

Tarr, K. (2006). Electrical safety in children's services. *Putting Children First*, 18, 7.

Tarrant, S. (2002). *Managing OHS in children's services: A model for implementing an Health and Safety (OHS) management system in your children's service*. NSW: Lady Gowrie Child Centre.

9. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.

10. Policy Owner

The Hutchins School Headmaster

11. Policy Review Details

Date	Changes made under review
6/6/2013	Changes made to reflect compliance with National Quality Standards, Education and Care Services National Law & Regulations.
31/10/2013	Changes made under review (DWh). Opening "policy information" paragraph removed (information duplicated from WH&S Policy). All other changes are minor textual corrections for clarity or improvement of grammar/spelling etc.
1/6/2016	Some minor textual changes for clarity. No policy changes made.