



# Physical, Safe & Supportive Environment Policy

*The physical environment can contribute to children's wellbeing, happiness, creativity and developing independence. It can contribute to and express the quality of children's learning and experiences. The choices made in an education and care School about resources, materials, spaces, layout, air and light quality and access to a range of experiences in the indoor and outdoor, have a direct impact on the quality of learning opportunities available to children.*

## Education and Care Schools National Regulations

<b>Children (Education and Care Schools) National Law NSW</b>	
<b>182</b>	Tobacco, drug and alcohol free environment
<b>156</b>	Relationships in groups
<b>103</b>	Premises, furniture and equipment to be safe, clean and in good repair
<b>104</b>	Fencing and security
<b>105</b>	Furniture, materials and equipment
<b>106</b>	Laundry and hygiene facilities
<b>107</b>	Space requirements—indoor
<b>108</b>	Space requirements—outdoor space
<b>109</b>	Toilet and hygiene facilities
<b>110</b>	Ventilation and natural light
<b>111</b>	Administrative space
<b>112</b>	Nappy change facilities
<b>113</b>	Outdoor space—natural environment
<b>114</b>	Outdoor space—shade
<b>115</b>	Premises designed to facilitate supervision
<b>116</b>	Assessments of family day care residences and approved family day care venues
<b>117</b>	Glass (additional requirement for family day care)
<b>73</b>	Educational programs
<b>74</b>	Documenting of child assessments or evaluations for delivery of educational program
<b>75</b>	Information about the educational program to be kept available
<b>76</b>	Information about educational program to be given to parents
<b>80</b>	Weekly menu

86	Notification to parents of incident, injury, trauma and illness
99	Children leaving the education and care School premises
102	Authorisation for excursions
111	Administrative space (Centre-based Schools)
168(2) (k)	Policies and procedures are required in relation to enrolment and orientation
171	Policies and procedures to be kept available

## PURPOSE

Farmhouse will ensure the environment is safe, clean and well maintained for children, families, educators and visitors. Children's awareness of the environment and sustainable practice will be supported through daily practices, resources and interactions. The physical environment will support children's learning, safety, levels of engagement and access to positive experiences and inclusive relationships.

## SCOPE

This policy applies to children, families, staff, and management of the School.

## IMPLEMENTATION

Farmhouse is committed to providing an environment that promotes safety and enhances children's learning and development by:

### Choosing appropriate resources and equipment

- Providing appropriately sized furniture and equipment in both the indoor and outdoor environment for the age ranges signified in the School.
- The Approved Provider will be responsible for any large purchases of equipment. The Nominated Supervisor is responsible for the daily running purchases of the School.
- Educators will compile a list for the Nominated Supervisor of equipment that needs maintenance on a prioritised basis, twice annually or when deemed necessary by the principal.
- The School will actively seek the input of parents/guardians regarding materials and equipment at the School
- Resources and equipment will be chosen to reflect the cultural diversity of the School's community and the cultural diversity of contemporary Australia, including the incorporation of the Aboriginal and Torres Strait Islander community.
- Providing children with challenges in relation to indoor and outdoor fundamentals in the environment to inspire appropriate challenges and risk taking in accordance with children's individual developmental level.
- Ensuring the environment is organised to ensure safety and minimal disruption for children.
- Integrating precise requirements of children with additional needs to ensure an inclusive environment.
- Ensuring climbing equipment is set up in a safe way. For example incorporating soft fall materials wherever climbing equipment is set up.
- Conducting consistent risk assessments of the indoor and outdoor environment in order to minimise risk and hazards.
- Providing an environment that allows children in several dispositions to occur in the same space (e.g. quiet play areas and loud play areas)
- Providing a natural environment for children to explore and experience which may include (e.g. plants, trees, gardens, rock, mud or water)
- Encouraging Educators to participate in on-going professional development in order to enhance children's learning and ensuring a safe and educational environment.

- Working in collaboration with our Sun Safety policies and procedures, providing adequate shading for children that work in accordance with the recommendations of relevant authorities.
- Providing an environment that ensures children are appropriately supervised at all times.
- Ensuring all required fencing is in working condition and is compliant with current regulations.
- Providing a variety of indoor and outdoor experiences, catering for children's interests and abilities.
- Supporting the children to access appropriate furniture, resources, materials, toys and equipment. These resources will be adequate in number for the amount of children attending Farmhouse and be developmentally appropriate.
- Providing an environment where children can explore, solve problems, create, construct and engage in critical thinking that is developmentally appropriate
- Providing an environment that permits children to participate in activities independently or in small groups and access resources autonomously.
- Providing an environment that incorporates commercial, natural, recycled, homemade and real resources that can be used in a variety of ways to encourage children's learning.
- Providing sufficient and accessible hand-washing, toileting, eating and sleeping facilities
- Toileting and hand-washing facilities are accessible from both the indoor and outdoor environments.
- Providing adequate and appropriate hygienic facilities for nappy changing, which are properly constructed ensuring children's safety.
- Incorporating natural and artificial lighting, appropriate ventilation, heating and cooling and fresh air.
- Providing appropriate areas for food preparation.
- Providing a separate indoor space for children who are under two years of age.
- Providing an area for managerial purposes, consultation with children's parents and for private conversations to occur.
- Ensuring power points not in use have safety caps, all double adaptors and power-boards are out of reach of children and all electrical cords are secured and not dangling.
- Discussing with children the safety characteristics of using toys and equipment.
- Where appropriate involving the children in setting classroom guidelines.
- Providing families with the latest safety information
- Implementing a maintenance log
- Ensuring all equipment, including resources, equipment, car seats, booster seats etc. meets relevant Australian Standards and educators are trained in correct maintenance and assembly.

#### **Laundering of Soiled Items**

- Soiled clothing will be returned to a child's home for laundering. Educators will remove soiled content and placed into a plastic bag. Items will be stored securely in a sealed container and not placed in the child's bag.

#### **The Sleeping/Rest Environment**

- Cots/beds should be positioned to encourage a calm and relaxing environment. They should also be separated by a minimum of 300mm to reduce the possibility of cross infection.
- Cots/beds should be regularly checked that all bolts and fittings are secure and safe
- Beds should be located in an area that is easy to access for all educators and other staff
- Beds should be stored in a dry area.
- Educators must ensure to use correct manual handling techniques when moving the beds in a safe manner
- Beds should not be placed on high shelves or in unstable or difficult to reach stacks.

#### **Ongoing Maintenance**

- The School will continuously reflect on its environment and put in place a plan to ensure that the environment continuously reflects our ideology of providing an environment that is safe, stimulating and engaging for all who interact with it.
- The Nominated Supervisor will document required maintenance with administration in a maintenance plan/log for the School as required. This will then be implemented throughout the year in accordance with priority, hazard removal, safety precautions and any relevant policies.
- The Nominated Supervisor is responsible for completing a building safety checklist of the School and its grounds bi-annually and ensure any work deemed necessary is done to Australian standards.
- Notification is made regarding any change to the environment.

- The Approved Provider/Nominated Supervisor will also ensure that the School and its grounds comply with Local Government and BCA regulations in regards to fire ventilation, natural and artificial lighting and safety glass.

### Grouping of Children

- Farmhouse groups the children in accordance to their age and/or developmental stage. Within that space, there are a variety of different learning areas and opportunities for play experiences.
- Each age group has varying adult to child ratios, which are adhered to at all times in both the indoor and outdoor environment.
- Our indoor and outdoor environment provides opportunities for intentional teaching and spontaneous play throughout the day.

### Safety Checks

A daily inspection of the premises will be undertaken before children begin to arrive. This inspection will include the:

- School perimeters
- Fences/Fence Line
- Gates
- Paths
- Buildings
- All rooms accessible by children
- Fixed equipment
- Sand Pit

This must to be done in order to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals.

Similarly, trees in the grounds must be checked regularly for overhanging, dead or dangerous looking branches as well as check for any infestations or nests.

Non-fixed play equipment in the School grounds it can be no more than one metre high and must be supervised at all times by an educator.

The School will have regular pest inspections carried out by an accredited pest control company. Documentation of these inspections will be kept and any findings from the pest control check will be carried out in line with the recommendation of the pest control company.

The Indoor and Outdoor Daily Safety Checklists will be used as the procedure to conduct these safety checks. A record of these will be kept by the School. The Approved Provider/Nominated Supervisor will make the appropriate arrangements to have repairs carried out as soon as possible.

The following will be used as a guideline to produce Checklists for the School's individual needs.

### Checklist: Outdoor

- **Building maintenance** – regularly maintain and check for hazards, check building is in a safe, clean and hygienic condition. Records of any damages and subsequent repairs are kept.
- **Doors** – have finger jam protectors.
- **Dust mites, pet allergens** – regular dusting and vacuuming.
- **Fences – fence** off securely and effectively all sides of outdoor play areas from roads, water hazards, and driveways. Maintain fences have correct height. Install childproof self-locking devices on gates.
- **Garbage** – safe and prompt disposal. Use lidded secure bins that prevent child access and maintain in a clean and safe condition. Encourage recycling.
- **Garden** and renovation debris removed. Regularly trim branches and bushes.
- **Garages and sheds** - keep locked.

- **Heating, cooling, ventilation, lighting** – comfortable, safe, maintained, guarded and are kept out of reach of children.
- **Hygienic**, regularly cleaned and maintained conditions protect against vermin, bacteria, mildew, lead, asbestos and other dust allergens.
- **Non-slip** floors, stairs, steps, grounds and nonporous indoor floors for easy cleaning.
- **Renovation** dangers e.g. lead, asbestos, holes and excavations – reduce risks.
- **Pesticide** residue - dangerous chemicals should not be used to remove vermin.
- **Safety glass** is installed according to the Australian Standards on all glass doors and windows accessible to children, and safety decals on both sliding doors and plate glass doors at child and adult eye level.
- **Security** - minimising unauthorised access with appropriate fencing and locks.
- **Spills** – clean away as they occur.
- **Under School access** (including buildings on stilts and footings) – lock or block access.
- **Window fly screens** securely fitted, maintained and permanent.
- **Hazards and driveways**. Maintain fences, have correct height, install childproof self- locking devices on gates.
- **School car park** – ensure family members are aware of pedestrian safety rules such as holding their child's hand and alighting children from the safety door. Encourage families to always supervise their children in the car park to prevent accidents and injuries, which could occur as a result of reversing vehicles.
- **Finger entrapment** – all holes or openings in playground equipment must be between 8-25 mm.
- **First aid kit is approved**, maintained, and accessible throughout outdoor play.
- **Hazardous Plants** – identify and remove or make inaccessible to children.
- **Machinery, tools and equipment** – ensure all engine operated or other hazardous equipment, tools or machinery are stored securely and are inaccessible to children.
- **Pet and animal droppings** cleared or inaccessible to children in outdoor areas, exclude dogs from children's play areas, finger proof pet enclosures, supervise pet interactions with children.
- **Pool safety, fencing and gate compliance**, paddling pools emptied immediately after use, turn upside down, disinfected if soiled.
- **Safe play rules and adequate safe play areas** - talk with children about how to play safely. Maintain safe layouts for outdoor play areas to avoid collisions between children.
- **Sandpits** - cover when not in use, regularly clean, rake, and remove sand soiled by faeces or blood. Hose sandpits at end of day after removing contaminated sand and material.
- **Soft fall** - appropriate ground cover under outdoor climbing and play equipment, meets standards.
- **Sun protection** clothing, hats, and sunscreen, for un-shaded areas - minimise play at peak sun exposure times. Install a sunshade over sandpits and play areas.
- **Ensure children are visible and supervised at all times**. High-risk areas and climbing and other outdoor play equipment. Make hazardous equipment, machinery, chemicals, and any other materials inaccessible to children.
- **Water hazards** - cover and make inaccessible to children, e.g. ponds, dams, spas, creeks, nappy buckets.
- Water troughs are to be used under adult supervision only and will not be used without a stand, keeping it off the ground. Children are to remain standing on the ground whilst using the water trough
- **Play equipment** that is higher than 50cm has soft fall installed underneath at least 25cm in depth under and 1.9m from the perimeter of the equipment. Place outdoor play equipment away from paths and solid garden edging.
- **Surfacing** used underneath and around equipment complies with Australian and New Zealand Standards AS/NZS 4422, 1996, and is maintained regularly; materials may need to be raked, redistributed and checked weekly for spiders, sharp objects or animal litter.

### Checklist: Indoors

- **Access for children and adults with disability** - ensure safe access into, within and out of the School, security, toilet and washing facilities, and check for hazards for wheelchairs and people with impaired sight, hearing or mobility.
- **Barriers** - age appropriate, child proof, self-locking barriers to balconies, stairways, kitchen, bathroom, laundry, garage, other levels in the School, front and back garden.
- **Children at risk** – maintain extra security and supervision for children at special risk.
- **Choking hazards** e.g. small toy parts, beads, nuts, blind and curtain cords, plastic bags, sandwich bags and balloons.
- **Decorations and children’s artwork** – do not place near ceiling fans, air conditioners or heaters. Avoid use of tacks, pins, and staples.
- **Emergency evacuations – develop** an evacuation plan and emergency contact numbers display, inform families, and practice evacuation procedures.
- **Fire** – fire blanket, extinguisher, fire exits, smoke detectors, electrical safety switch.
- **First aid** kit with approved contents is maintained and accessible. Ensure First Aid certificates are current for relevant educators.
- **Furniture and nursery equipment** - stable, maintained and meets safety standards.
- **Guard and make inaccessible to Children:** heaters, coolers, fireplaces, stoves, microwaves, power points, and office equipment. Ensure heaters are away from children’s cots.
- **Hazardous indoor and outdoor plants** identify, remove or make inaccessible to children.
- **Heaters** – ensure that children cannot come in contact with hot surfaces. It is preferable to use heating where combustion products are ducted outside. If gas heating is used ensure there is adequate ventilation while the heater is operating.
- **Hot water** - ensure the hot water supply is regulated so as to keep it below the temperature at which a child can be scalded (the current KidSafe recommendation is below 43.5°C).
- **Machinery, tools and equipment** – ensure all engine operated or other hazardous equipment, tool or machinery are stored securely and are inaccessible to children.
- **Noise** – reduce excessive exposure.
- **Non-slip, non-porous** floors, stairs.
- **Pets and animals** – inform families of pets being kept on premises and plans to obtain new pets. Ensure pets are vaccinated, wormed, don’t have fleas, clean, and healthy. Keep pet accessories such as pet food, litter boxes, pet toys away from children. Exclude dogs from children’s play areas. Keep children-pet interactions minimal and supervise interaction times.
- **Record details** and notify parents of any child accident.
- **Safe play rules and adequate play spaces:** discourage running indoors and safe furniture layout to avoid collisions.
- **Safety glass used and installed** according to Australian Standards, and Australian Building Codes on all glass doors and windows accessible to children, **safety decals** on sliding doors and plate glass doors at child and adult eye level.
- **Security** – ensure all entry doors are locked at all times and place bells on doors.
- **Smoke free environment** in all areas.
- **Educator’s personal items** – ensure educator’s personal items such as bags, sharp instruments, toiletries and medicines are kept secure and are inaccessible to children.
- **Stairways**, ramps, corridors, hallway, external balcony must be enclosed to prevent a child falling.
- **Store in locked cabinet** any unsafe items, e.g. chemicals, medicines, razors, knives and electrical equipment.
- **Supervision and visibility of children** – ensure children are visible and supervised at all times. High-risk areas are children in high chairs, playpens and play areas, on change tables, and in nappy

change and toilet areas. Have at least two educators on premises at all times with vision of each other and the children, have two educators present or in view when changing nappies or washing children.

- **Toys** – meet safety standards, age appropriate, maintained, and non-toxic.

### **Cleaning of Buildings, Premises, Furniture and Equipment**

#### **General Cleaning**

- The School will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly. This is done at the end of each term
- Educators will clean the School at the end of each day and throughout the day as needed.
- Accidents and spills will be cleaned up as quickly as possible to ensure that the School always maintains a high level of cleanliness and hygiene.

#### **When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, Farmhouse will:**

- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the School.
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer. All labels and/or use by dates should be kept intact at all times.
- Any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances.
- Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
- All dangerous chemicals, substances and equipment must be stored in a locked place or facility that is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges and toiletries.
- Educators should follow the instructions of manufacturers, particularly of any product, which may need to be stored in a refrigerated environment pursuant to the aforementioned directives.
- Any substances that need to be refrigerated must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
- All hazardous chemicals must be supplied with a Safety Data Sheet (SDS) formerly called a Material Data Safety Sheet. Farmhouse will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS.
- The School will keep a register of all hazardous chemicals, substances and equipment used at the School. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.
- Appropriate personal protective clothing should be worn in accordance to the manufacturer's instructions when using and disposing of hazardous substances or equipment.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 13 11 26, or call an Ambulance on 000.
- In the case of any child or educator becoming injured by a chemical, substance or equipment, the School will initiate our emergency, medical and first aid procedures, notify the appropriate authority that administers workplace health and safety immediately and any other person or authority as required by regulations or guidelines.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency Schools, dial 000 and notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
- The Poison Safety Checklist will be used in order to ensure we are consistently meeting requirements. See Appendix 1

#### **Children's bathroom**

- Supervision in the bathroom is important when in use.
- Educators and other staff should also encourage children to follow hygiene practices.
- Bathrooms should be cleaned at least twice a day.
- Bathroom floors should always be mopped.
- Signage is to be used after mopping to ensure that the child/children, educators and other staff and families are warned that the floor is wet
- Educators are to ensure they follow the bathroom and toilet cleaning procedure

### Inspection and Testing of Electrical Equipment

- Schools must ensure that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is supplied with electricity through an electrical socket and used in conditions where it could be damaged, including exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.
- A record of all electrical testing and tagging, must be attached and kept until the equipment is next tested or disposed of and must specify: (if applicable)
  - a) The name of the tester
  - b) The date and outcome of the testing.
  - c) The date on which the next testing must be carried out.

### Pest Control

- The School is inspected for pests every year and suitable means for extermination or removal put into place.
- Any staff member noticing an outbreak of a pest should notify the Principal.

### Indoor

- All door latches opening into areas where children should not go are placed at adult shoulder height.
- All power points not being used will be covered with a plastic insert.
- All water taps with hot water for children's use will be temperature regulated to no more than 55 degrees Celsius.
- All glass windows and doors will comply with safety glass in accordance with AS2208 and installed in accordance with AS 1288 as they are replaced due to breakage
- A main first aid kit is installed outside the kitchen of the NB School campus with checks for supply and expiry dates performed on the first day of each term. The NH Campus has two first aid kits one on each side. One in the office on the West Wing and one on the East wing in the cupboard off the science room.(both are clearly marked)
- Chemicals and detergents for cleaning or anything considered dangerous to children will be placed in locked cupboards in the kitchen out of reach of children at the North Balgowlah Campus and at the Nth Head campus these are put out of reach of the children at all times or are in the office.
- All equipment, materials and the building generally are maintained to a high standard and are regularly checked for condition and safety. Any equipment purchased is of the highest practical standard.
- All equipment provided for use by the child is appropriate for the age and skills of the child.
- All safety equipment is used with any activity e.g. gloves with washing, attending to an injury

### Outdoor

Adequate soft fall surfaces are provided where required and comply with Standard AS/NZS 4422:1996 as specified by the Department of Education and Communities.

- The gate is the same height as the fence and is equipped with a self-locking childproof mechanism.
- When a hose or water trough is being used at least two staff members are supervising.
- When it is necessary for staff to use buckets for cleaning they are emptied immediately after use.
- All required safety equipment must be used with any activity.

### Plants

Gardening with children is promoted in the National Quality Framework for Education and Care Services, and the NSW Primary Syllabus

- All plant life is checked regularly by the nominated supervisor for new growth of poisonous plants, growth of plants that may pose a safety risk to children and staff, or prove unsuitable for the School. See Kidsafe website :grow me safely for more information about growing things in the garden. The grow

*me safely' site* was developed to provide information for educators, parents and carers to engage children in gardening activities. The information provided is supported by injury data and statistics

- A complete list of plants to avoid in the garden can be found in the office at Nth Balgowlah in the Maintenance folder.

### Maintenance of Fire Equipment

- All fire equipment at Farmhouse will be maintained as per the legal standards.
- External agencies will be employed to assist the School with this maintenance if no currently employed staff or educators are qualified to complete the maintenance checks.
- Fire extinguishers and blanket are situated as and where required and are prominently identified for their usage.
- Smoke detectors are fitted where required.
- All fire equipment is professionally examined bi-annually for School liability.
- Each exit has a prominent illuminated EXIT sign.
- A current Emergency Evacuation Plan is displayed at each exit and is familiar to each staff member.
- Emergency Evacuation Procedures are practised and reviewed quarterly and are recorded in the Emergency Drill sheet placed in each class roll.
- Smoking is not permitted on the premises.

### Sun Protection

Farmhouse will work in collaboration with the NSW Sunsmart Program to ensure children's health and safety is maintained at all times whilst at the School.

#### 1. Outdoor Activities

The School will use a combination of sun protection measures whenever **UV Index levels reach 3 and above**. This will include:

- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- From April to September (excluding June and July) outdoor activity can take place at any time. However, from 10am – 2pm sun protection is required.
- In June and July when the UV index is mostly below 3, sun protection is not required. Extra care is needed for Schools in the far west and north of NSW and for all children who have very fair skin.
- All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and incursions.

#### 2. Shade

The School will provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning for additional shade.

#### 3. Hats

Educators and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is:

- Legionnaire hat.
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

**Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended.** Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or can be provided with a spare hat.

#### 4. Clothing

When outdoors, educators and children will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers.
- Children who are not wearing sun safe clothing can be provided with spare clothing.

**Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.**

### 5. Sunscreen

All educators and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours. Sunscreen is stored in a cool, dry place and the use-by-date monitored.

### 6. Role Modelling

Educators will act as role models and demonstrate sun safe behaviour by:

- Wearing a sun safe hat (see Hats).
- Wearing sun safe clothing (see Clothing).
- Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- Using and promoting shade.
- Wearing sunglasses that meet the Australian Standard1067 (optional).

Families and visitors are encouraged to role model positive sun safe behaviour.

### 7. Education and Information

Sun protection will be incorporated regularly into learning programs. Sun protection information will be promoted to educators, families and visitors. Further information, support and free resources are available from the Cancer Council website [www.cancercouncil.com.au/sunsmart](http://www.cancercouncil.com.au/sunsmart) or call the SunSmart Information Line on 02 9334 1761.

### 8. Policy Availability

The sun protection policy, updates and requirements (including hat, clothing and sunscreen) is available to educators and staff, families and visitors these are on display in the reception area at Nth Balgowlah and on request from the office at the Nth Head campus.

### 9. Review

Farmhouse will monitor and review the effectiveness of our sun protection policy regularly, at least once every 12 months.

#### SunSmart Agreement

**School name:** \_\_\_\_\_

This School agrees to enforce the above sun protection policy in line with the SunSmart Early Childcare Program recommendations and to inform the Cancer Council NSW of any changes to the School's policy and practices. The School will take part in a review every 2 years.

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Water Safety

Regulations state that Schools in New South Wales are not permitted to have pools unless they existed on the premises before 6 November 1996. However, to stop accidents and illnesses relating to swimming pools, wading pools, water troughs and other water situations Farmhouse will:

- Remove any items or objects that could be used to climb into the fenced area of a pool, trough, or water storage unit e.g. chairs, bins, bikes, and any overhanging trees.
- Make sure no child swims in any water without:
  - Written permission from family member to learn water safety and swimming.
  - Appropriate educators/child ratios in place
  - Having sufficient numbers of educators present who have first aid or recognised water safety and rescue procedures.

- At all times children near water are closely supervised. A child will never be left unattended near any water.
- Ensure that all water containers are made inaccessible to children and also make sure children's play areas are safely fenced off from water hazards such as rivers, dams, creeks, lakes, irrigation channels, wells etc.
- Immediately empty all wading pools/water troughs etc. after every use, storage should prevent the collection of water e.g. upright/inverted, also check grounds after rain or watering and empty water that has collected in holes or containers.
- Ensure wading/water trough are hygienically cleaned, disinfected and chlorinated appropriately:
  - On a daily basis remove leaves and debris, hose away surface dirt and scrub inside with disinfectant.
  - Wash away disinfectant before filling trough.

### School Closure at the end of the day

- An Educator must close the School each night
- An Educator is to check the entire premises to ensure that all children and families have departed by checking sign in and out sheets for all rooms.
- An Educator must sign the sign in and out sheets confirming all children are signed out.
- Educators are to follow School-closing procedures each night.
- In the case where a parent has omitted to sign their child out, and the educators did not witness the child leave the School, the educators must take every step to get in contact with the parent to ensure the child has safely left the School.
- If unable to contact the family, the educators are to contact other educators present on that day for confirmation that the child has been collected. The Nominated Supervisor is to then be notified before leaving the School.
- Individuals visiting Farmhouse must also sign in when they arrive at the School, and sign out when they leave.
- Details of absences during the day must also be recorded

### Appendix 1

#### Poison safety checklist

#### Appendix 1

Yes	No	
€	€	Have all chemical products been checked to determine if they need to be stored in a lockable cupboard and / or out of reach of children (ie. at least 1.5 metres above the ground)?
€	€	Have all chemical products been checked to determine if they require disposal (use-by date has expired or no longer required)?
€	€	Are all chemical products stored in their original containers with labels intact?
€	€	Are any foods and household chemicals stored together?
€	€	Are containers for soiled nappies and other soiled clothes securely covered and the contents not accessible to children?
€	€	Have you returned all poisons to their safe storage place immediately after use?
€	€	If any handbags contain medications, are they stored safely?

€	€	Have you placed the Poisons Information Centre sticker (telephone number 13 11 26) on your phone/s or within sight ?
€	€	Is there any flaking paint which may contain lead (if in a very old centre - paint more than 30 years old)?
€	€	Have you identified and removed or fenced poisonous plants from the garden?
€	€	Have you provided families with information on poison safety?
€	€	Have you displayed this poison safety checklist for relief staff and visitors to the centre?

**Source**

- Australian Children’s Education & Care Quality Authority. (2014).
- Guide to the Education and Care Schools National Law and the Education and Care Schools National Regulations 2015,
- Guide to the National Quality Standard.
- Swimming Pools Act 1992
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- National Quality Standard Cancer Council
- NSW Sample Sun Protection Policy

**Review**

<b>Policy Review Date</b>
<b>July 2017</b>
<b>May 2018</b>