

## POLICY: 6.1 Child Safe Environment

### Procedure: 6.2 Glass Safety

This procedure aims to assist staff and Educators to consider how glazed areas will be managed and to ensure that the Educator's residence is treated with products that prevent the glass from shattering if broken; or guarded by barriers that prevent a child from striking or falling against the glass.

#### **6.2.1 Linking to Policy**

This procedural guidance should be read in conjunction with the Service **6.1 Child Safe Environment Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

#### [6.2.2 Considerations for the Service](#)

#### [6.2.3 Assessment of Glazed Areas of an Educator's Residence](#)

#### [6.2.4 Keeping Children Safe](#)

#### **6.2.2 Considerations for the Service**

When the Nominated Supervisor and/or Coordinators are conducting an assessment, all areas of the residence used to provide care or where children can come into contact with glass will comply with Australian standards or be made inaccessible to children to ensure that any risk posed to children in care is managed effectively.

The external buildings such as sheds, garages and granny flats are included, and:

- Entrances/exits used to provide access to the part of the residence venue used to provide education and care, even if the children only walk past the glass area coming to and from the residence – as they could trip and fall against the glass.
- Play areas (both indoors and outdoors)
- Sleeping areas
- Bathrooms/toilets
- Kitchens
- Any furniture that contains glass

### 6.2.3 Assessment of Glazed Areas of the Residence

The Service will ensure any area of an Educator's residence approved for use during the provision of education and care that is accessible to children 0.5 metres or less above floor level must be glazed with safety glass, treated with a product that prevents glass from shattering if broken or guarded by barriers that prevent a child from striking or falling against the glass [R.117].

The Service will require documented evidence that glass meets the correct standards or has been made child safe. All safety glass, including film being used in safety glass areas, must be labelled as safety glass. (evidence held by Service)

- Building Code AS2047
- Glass Standard AS1288

Alternatively, Educators can contact an accredited glazier to come and identify the type of glass installed and where this complies with the Australian Standard ask for a certification document stating this is the case.

Otherwise, the Educator will be required to undertake one of the below measures:

- Make the glazed area inaccessible (place a barrier or, if possible, lock the door preventing access to this area). Barriers are used only if this doesn't impede the natural light or ventilation of the area.
- The Educator and Nominated Supervisor will develop a risk assessment approach that outlines how the hazard is managed to mitigate the risk of harm to children.
- Contact a glazier to replace the glass or add Grade A film which meets the Australian Standards and provide a copy of the certification to the Service. (or have Australian standard safety film.)

PLEASE NOTE: Unless a professional has confirmed that the glass is safe, it should be assumed to be unsafe and assessed as such. Educators will not be registered with the Service unless a copy of the certification is provided. Certification will be kept on the Educator's file with the initial home safety assessment.

#### **Moving to a NEW Residence Considerations:**

If an Educator moves to a new residence, the Nominated Supervisor will ensure the Service has a safety glass report before children enter the residence to be provided with education and care.

### 6.2.4 Keeping Children Safe

#### **Educators will ensure**

1. The areas where children play have safety glass or barriers in place to protect children from exposure to this risk
2. Children are not easily able to climb on furniture to gain access to glass

3. No furniture with glass panels (that do not meet the standards for safety glass) is accessible to children
4. Areas are well lit where there are transparent glass panels
5. Discuss with children safety around glass areas, including setting rules around no pushing, shoving, banging around glass panels
6. Model appropriate behaviour around the glass area – walking and encouraging children to do the same
7. Maintain trip free environment around glass areas, remove toys and loose mats

## Review

	<b>Date</b>	<b>Details</b>
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

## Related Documents

### Policies

6.1 Child Safe Environment Policy

### Forms

Home Safety Checklist  
Glass Management Plan

### Reference

Refer to 6.1 Child Safe Environment Policy