

POLICY: 6.1 Child Safe Environment

Procedure: 6.6 Providing a Child Safe Environment

This procedure aims to ensure the Service has processes in place, and staff and Educators are aware of their obligation to create an environment that ensures the safety of children is considered and effectively implemented.

6.6.1 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:

[6.6.2 Roles and Responsibilities](#)

[6.6.3 Safety of Educators Residence Indoors](#)

[6.6.4 Safety of Educator Residence Outdoors](#)

[6.6.5 Inaccessibility to Dangerous &/or Toxic Products, Equipment & Chemicals](#)

[6.6.6 Removal of Poisonous Plants](#)

[6.6.7 Renovations / Changes](#)

6.6.2 Role and Responsibilities

The Nominated Supervisor will ensure:

- Coordinators when visiting the Educator's residence will ensure all safety measures are maintained; and
- If there are any changes, these are addressed immediately by completing a risk assessment, considering:
 - o Can safety measures be applied immediately?
 - o If this is not the case, can the hazard be isolated, removed, or another safety measure put in place in the interim.
 - o If not, stay at the residence, contact the Nominated Supervisor for further advice on how this should be managed.
 - o Ensure children are safe.

Each Educator will maintain their indoor and outdoor environment in accordance with the agreed safety standards set out in the home safety checklist and policies and procedures.

6.6.3 Safety of Educators Residence Indoors

Educators will ensure the indoor safety measures agreed to as part of the initial and annual assessment of the residence are maintained including but not limited to:

- Having a working phone (mobiles must always be kept charged).
- Have displayed the following information: 000, poisons information, Service office, and Service mobile, child protection investigative unit, doctor, local police station and State Emergency Service. In the interests of privacy, Parents' and Staff details are not accessible to others.
- Ensuring precautionary measures are taken with potentially dangerous equipment such as ceiling fans, heaters, stoves and air conditioners to ensure these are inaccessible to children; and
- Before introducing any new household or play equipment discuss this with the Service Coordinators (in accordance with the Service Home Safety Checklist). The final decision regarding the appropriateness of or the safety measures taken will be at the discretion of the Service.

Educators will, before children arrive each day, check the indoor safety measures are in place including but not limited to:

- Each day ensuring any staircase at the residence is inaccessible (the agreed barriers are in place) to children to whom the staircase poses a safety hazard;
- Protective covers are placed/replaced over exposed electrical points;
- Safety catches on doors and draws are activated;
- Where barriers to glazed areas are used the barrier is in place and secure,
- All buckets or containers where a body of water can collect are made inaccessible to children;
- If bean bags are provided, they should have a childproof zip or two covers and be checked regularly;
- Plastic bags and film (e.g. cling wrap) must be kept in a locked area.
- Checking the residence to ensure all equipment such as adult scissors, needles, pins, razor blades, sharp knives, matches, cigarette butts, and lighters are inaccessible to children;
- Being conscious of ceiling fans when lifting children;
- Ensure any dangling appliance cords are tied up and kept out of children's reach;
- Check that curtain/blind cords are out of reach, regardless of whether curtains/blinds are open or closed;
- Ensure tables, chairs, bed, cots, etc. onto which a child can climb are not be positioned near windows or railings;
- Highchairs and boosters are cleaned and checked to ensure the harness is safe. A 5-point harness must be used (*refer to 6.8 Nursery Equipment*);
- If intending to cook food, use back hotplates and the handles of saucepans on stoves are securely turned inwards towards the back of the stove;

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- Ironing boards and sewing machines are inaccessible to children;
- Alcohol is locked away and inaccessible to children, including check refrigerators that are located and accessible to children;
- Sexually explicit and violent material is not visible and/or accessible to children;
- Facilities – bathroom, toilet, laundry, nappy changing, bedding, play areas are clean, and consideration is given to the children entering care on that day;
- All areas are free of animal hair, small items and any other hazards (razors, shampoo, dangerous chemicals, and dirty clothes); and
- Fresh hand towels are available or paper towels.

6.6.4 Safety of Educator Residence Outdoors

Educators ensure the outdoor safety measures agreed to as part of the initial and annual assessment of the residence are maintained including but not limited to:

- There is a shaded space for children to access outdoor play; and
- Fencing is maintained (children can't climb over it, go under it or push through it) and no climbable item (chairs, pots, equipment) is accessible (within 1.5 meters) for children to climb over the fence.
- All poisonous plants are removed from the outdoor space used by children (*6.6.6 Removal of Poisonous Plants and 6.7 Storage and Handling of Dangerous and Hazardous Substances and Plants Procedure*);
- Before adding plants to the play area Educators may need to seek advice on plants before planting;
- Before purchasing any new equipment, seek advice from the Service on suitability and other safety requirements e.g. Soft fall requirements, placement away from fencing, and comply with Australian Standards AS/NZS 8124.

Educators will, before children arrive each day, check the outdoor safety measures are in place, including, but not limited to:

- Play equipment is checked daily for any spiders, sharp edges, splinters, and rust, and continues to comply with Australian Standards AS/NZS 8124.
- Barriers to protect children on verandas or other drops that are of a height of 60cm or more are in place.
- Sandpits are covered and checked for any animal faeces and any potentially dangerous objects each day. Covers must always be replaced after each use to prevent contamination.
- Swimming pools must be inaccessible to children with a key locked gate to prevent access, and no climbing equipment will be located close by.
- Check for hazards including syringes, cigarette butts, broken glass and other safety hazards before allowing children to access play spaces.

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- Keep grass short, but mowing will not take place by the Educator when the children are in care. Lawns can only be mowed by other persons when children can be supervised by the Educator in a place well away from the area being mowed.
- Ensure cars, garden sheds, and caravans are locked, so they are inaccessible to children. Boats or trailers should be covered and securely fastened.
- Animals are placed in an area separate and apart from areas used by children

6.6.5 Inaccessibility to Dangerous &/or Toxic Products, Equipment & Chemicals

Educators will ensure all dangerous products, including chemicals, substances or materials that can cause potential harm, injury or illness to a child will be excluded wherever possible or made inaccessible to children.

For further guidance on managing dangerous and or toxic products, equipment and chemicals refer to 6.7 *Storage and Handling of Dangerous and Hazardous Substances and Plants Procedure*

6.6.6 Removal of Poisonous Plants

Educators will ensure any plants accessible to children that are poisonous or otherwise pose an unacceptable danger to the children. Refer *6.7 Storage and Handling of Dangerous and Hazardous Substances and Plants Procedure* for further guidance

6.6.6 Renovations / Changes (Refer Reg 116)

The Educator must advise the Service of:

- any proposed renovations to the family day care residence, and;
- any changes to the suitability of the residence taking into consideration the number, ages and abilities of children in care; nappy change arrangements; water hazards, water features or swimming pools; the risk posed by any animal; and
- any changes to the adults residing at the residence – including suitability or new adults residing at the residence.

Review

	Date	Details
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

Reference

Refer to 6.1 Child Safe Environment Policy

Kid safe – Family Day Care guidelines

Queensland Government – Department of Education, Fencing Requirement for Family Day Care retrieved 5th Dec 2019 from:

<https://earlychildhood.qld.gov.au/legislationAndGuidelines/PPORresources/Fact%20sheets/fencing-requirements-family-day-care.pdf>