

## POLICY: 6.2 Child Safe Equipment

### Procedure: 6.8 Nursery Equipment

This procedure aims to ensure the nursery equipment used by Educators and staff is appropriate, meets the Australian Standards, and is maintained to keep children safe. The Service takes a risk assessment and management approach to all nursery equipment. Refer to 6.10 Risk Assessment and Management Procedure for guidance.

#### 6.8.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service **6.2 Child Safe Equipment Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educators Assistants and parents/guardians to implement the policy. The procedure covers:

[6.8.2 Purchasing Equipment](#)

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#### 6.8.2 Purchasing of Equipment

**The Nominated Supervisor and Coordinators will ensure:**

- Educators only purchase nursery equipment, which complies with the Australian Standards and considers the developmental stage and individual health and safety needs of children in their setting.
- Information and support is provided to Educators on the purchase of nursery equipment which is appropriate for use by infants, toddlers, and young children for example:
  - o Australian Competition and Consumer Commission – Keeping baby safe - A guide to infant and nursery products; and Child Restraints for use in vehicles; and
  - o Kidsafe, Family Day Care Safety Guidelines, this document provides advice on equipment and safety considerations when purchasing nursery equipment.
- Educators should ensure the history of any second-hand or preloved car restraints before use. Any restraint that has been involved in an accident is not suitable to use.

**Educators will:**

- Ensure the nursery complies with relevant Australian Standards (look for Australian Standard label) and will refer to the Australian Competition and Consumer Commission site to ensure the product is safe for use;
- When thinking about purchasing any play equipment for the provision of education and care, the Educators will seek advice on the suitability of the equipment BEFORE purchasing it and installing equipment.
- Consider the safety ramifications, including risk assessment of any equipment purchased for use by children enrolled at the Service.

### 6.8.3 Diversity of Equipment

Educators will work with families to identify culturally-appropriate equipment and practices that will support the child's and family's inclusion. Please note this does not mean an Educator can use practices or resources which may place children at risk of harm.

### 6.8.4 Regular Safety Checks of Equipment

**The Nominated Supervisor and Coordinators will:**

- During home visits, check that equipment is maintained and used in accordance with recommended practices for example:
  - o cots do not have any bumper or pillows, loose covers or additional mattresses added which may cause a smothering hazard
  - o harnesses and brakes are secure and in working order
  - o child restraints are installed by an authorised installer
- Assess the equipment for potential risks:
  - o consider positioning
  - o age of equipment (e.g. child restraints are less than 10 years old)
  - o suitability for purpose, e.g. porta cots may not be suitable for a child to use due to frequency of use, or the weight of the child.
  - o Brakes are applied when not in use, e.g. a pram

**Educators will ensure:**

- All equipment is regularly checked, maintained, and used in accordance with and follows the manufacturer's instructions and kept in safe and good working order.
- All equipment is cleaned after use.

### 6.8.5 Placement of Equipment

**The Nominated Supervisor, Coordinator and Educators will ensure:**

- The placement of equipment is suitable for their use; and

- Consider the health and safety of children. For example:
  - o Cots are located away from choking or hanging hazards, in a well-ventilated position
  - o Children are not left in vehicles child restraints to sleep after arriving at a destination
  - o Children will not be left in a pram for an extended period (more than 10 minutes) unless the Educator is walking somewhere.
  - o Highchairs are not placed where children can use feet to tip over or backwards.

### 6.8.6 Cots and Beds

The Service recognises each child's need for rest and sleep as an essential part of the day and aims to ensure safe and appropriate bedding equipment is provided and maintained in an appropriate space.

Educators and Service staff will work together to ensure the childcare environment supports a relaxed and comfortable transition to rest time for children, allows for flexibility in children's needs when resting and that children use comfortable and safe bedding equipment in appropriate spaces. Considerations include:

#### **In determining if a cot is fit for purpose, staff will ensure:**

- All cots (including portable cots) comply with the Australian Standard (AS/NZS 2172:2003), and the following will be considered:
  - o The spaces between the bars are 50-85 mm apart
  - o Used appropriately for the recommended age and weight of the child
  - o The cot mattress fits snugly all the way around (no gaps wider than an index finger)
  - o The mattress has a waterproof cover and the mattress is kept in a good, dry, dust-free and clean condition
  - o There are no knobs or protrusions to snag clothing
  - o Dropdown side mechanisms are secure and easy for an adult to use, but not a child
  - o There are no holes or openings for small fingers to be caught in
  - o Are positioned away from windows and dangerous items such as heaters, power points, and curtain cords and clear of objects such as pictures or mirrors that could fall on a child
  - o Electric blankets and hot water bottles will not be used with children enrolled in the Service
  - o No toys, cushions, pillows and cot bumpers will be used in infant cots with the only consideration given to comfort items as discussed with families
  - o Are to be clean and well maintained
  - o Children are not to participate in the assembly or disassembling of a Port a Cot

- A porta cot is only used if the child does not spend a significant period of the time (more than half the time) while at the Educator's residence sleeping in the cot. Refer to **4.19 Safe Sleep Procedure** for further guidance on sleep practices.

**In determining if a bed is appropriate staff and Educators will ensure:**

- No waterbeds or beanbags are to be used with children resting and sleeping. Individual beds are required to be used appropriately for the recommended age and weight of the child
- The mattress kept in a good, dry, dust free and clean condition
- Children over the age of 2 years sleep on a mattress on the floor or in a bed with guard-rails
- Top bunks are not used for children enrolled at the Service.
- Bunk bed ladders to be removed/covered when not in use.

**In all cases where children are sleeping at the Educator's residence the Educator will:**

- Provide sufficient linen for each bed and cot and be suitable for climatic conditions
- Bed or cot linen must be changed and laundered regularly, or if wet or soiled, and before use by a different child.

Refer to **4.19 Safe Sleep Procedure** for further guidance on sleep practices.

### 6.8.7 Child Restraints

The child restraints will meet the Australian and New Zealand Standard AS/NZS 1754 Child restraint systems for use in motor vehicles.

The type of child restraint the Educator installs will depend mainly on the child's age, but they may need to consider the child's size as well. Please refer to **3.4 Transporting of Children Procedure** for further advice on purchasing restraint which is appropriate for age and stage of each child.

### 6.8.8 Other Nursery equipment

**Where the Educator purchases and uses a pram, they will:**

- follow the manufacturer's instructions
- put on all the brakes whenever you park the pram/stroller
- do not leave children unattended
- do not carry extra children or bags on the pram/stroller
- make sure children are clear of any moving parts if you adjust the pram/stroller, otherwise they may be injured.

## Highchairs

A highchair is used for feeding babies and toddlers. It has a raised seat off the ground and a small table connected to the front to place food on.

### Educators will ensure they:

- Choose a highchair fitted with a five-point restraint harness that goes over the baby's shoulders, around their waist, and between their legs, or ensure that any other restraint system effectively restricts the child from standing up or slipping down from a seated position.
- Check that the construction and framework are sturdy and robust — put some weight on the seat and backrest to see if they squeak, sag, deform, move out of position, or collapse.
- Check that folding highchairs are stable and that the locks work to prevent them from accidentally falling or collapsing.
- If the highchair has four castors fitted, make sure at least one pair (either front or back) has brakes to prevent it from becoming unstable.
- Always use the harness or restraint system.
- Make sure the child's hands are not in the way when raising or lowering the highchair tray.
- Position the highchair at least 1.2 metres away from windows, doors, stoves, electrical appliances, and curtain or blind cords.
- Never allow other children to play near or climb onto the highchair and place it out of reach when not in use.
- Check for loose or broken parts and exposed foam on the seat, repair, or replace.
- Supervise children at all times while in a highchair.

Where another type of nursery equipment is in use, this must be age and stage appropriate, meet Australian standards, used only for its intended purpose. Continue to be maintained and checked to ensure children's health and safety is protected.

## 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**

6.2 Child Safe Equipment Policy

**Reference**

Refer to 6.2 Child Safe Equipment Policy

Kidsafe – Family Day Care guidelines

Australian Competition and Consumer Commission – Keeping baby safe - A guide to infant and nursery products retrieved 16/12 19. <https://www.productsafety.gov.au/product-safety-laws/safety-standards-bans/mandatory-standards>

Australian Competition and Consumer Commission

<https://www.productsafety.gov.au/products/babies-kids/kids-equipment/high-chairs>