



Wesley Out of School Hours Care Policy

Child Safe Environment

1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) will provide an environment that ensures the safety, health and wellbeing of all children. The welfare and protection of all children is of paramount importance.

2. Scope

This policy applies to the staff, children, families and visitors of Wesley OOSH as required by the following Regulations and Standards.

National Quality Standard

QA3	3.1	The design of the facilities is appropriate for the operation of a service
QA3	3.2	The service environment is inclusive, promotes competence and supports exploration and play-based learning

National Regulations (r) and National Law (s)

r103	Premises, furniture and equipment to be safe, clean and in good repair
r104	Fencing
r105	Furniture, materials and equipment
r106	Laundry and hygiene facilities
r107	Space requirements – indoor space
r108	Space requirement – outdoor space
r109	Toilet and hygiene facilities
r110	Ventilation and natural light
r111	Administrative space
r113	Outdoor space – natural environment
r114	Outdoor space - shade
r115	Premises designed to facilitate supervision
s165	Offence to inadequately supervise children

My Time, Our Place

LO1	Children feel safe, secure and supported
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Related documents and sources:

- Australian Standards 1851-2005 "Maintenance of Fire Protection Systems and Equipment"
- Australian Standards (AS/NZS1754) Car Seats
- Workplace health and Safety Act 2011

3. Policy statement

Wesley OOSH will maintain the service premises and equipment, adhere to procedures regarding safe practices and operate in line with legislative requirements relating to child protective practices and the Education and Care Services National Regulations and Law. Educators will ensure that children are adequately supervised at all times and that every reasonable precaution is taken to protect children from harm and/or hazard likely to cause injury or trauma.

Security

- Key access to the building and storage areas will be given to relevant staff as required.
- If the service is situated on a school site, Wesley OOSH will adhere to the school key register requirements.
- If required, additional keys for Wesley OOSH owned premises will only be cut after consultation with management.
- All confidential documents will be kept in a lockable place and access will only be permitted by approved staff members.
- Staff will ensure that the building is left in a secure manner before leaving with all windows, cupboards and other relevant areas locked. All heating/cooling and lighting will be switched off.
- Staff will inform the police and management as soon as possible if there has been a break into the service of any kind. Staff will remain at the service until the police arrive or are informed by management as to what to do.

Buildings, Equipment and Maintenance

- Equipment will be chosen to meet children's developmental needs and interests. Sufficient quantities of furniture, materials and equipment will be supplied.
- Service premises, equipment and furniture will be safe, clean and in good repair at all times. Equipment will be washed and cleaned regularly.
- Children will be provided with adequate toilet, washing and drying facilities. Safety checks of the toilets will be completed to ensure they are safe to use and rules regarding the safe use of toilets developed in consultation with children.
- Families will be encouraged to notify educators of any safety issues they observe.
- There must be no damaged plugs, sockets, power cords or extension cords.
- Electrical sockets not in use will have safety caps. Power boards will be out of reach of children and electrical cords secured.
- Electrical circuit breakers will be installed and be maintained.
- Electrical appliances shall be in good working order. Tag and testing will be completed as per regulation.
- The service will be checked on a daily basis to ensure that it is safe and there are no hazards.
- Faulty equipment or furniture will be removed from use or protection placed around any dangerous area/s.
- For items requiring repair, a maintenance request is to be logged identifying the fault. Appropriate arrangements will be made for a qualified contractor to repair the fault.



- Should the service be considered unsafe or as being a health risk, then the service will be closed, after notice has been given to all relevant parties, until the problem has been rectified.
- The service will have an appropriate number of first aid kits that are suitable to the ages and needs of the children attending. The first aid kit is to be stocked, be easily identifiable and accessible during each session of care.
- Where possible, separate first aid kits for indoor and outdoor spaces are to be used to ensure first aid is accessed immediately regardless of the area of the incident.

Storage

- A storage system will be devised that ensures easy access and un-cluttered storage of all equipment.
- Equipment and resources will be easily accessible to all children during the operating hours of the service.
- Children will show respect for the equipment and be expected to pack equipment away that they have used to avoid trip hazards.
- All equipment is to be neatly packed away at the end of each session.
- Storage areas are to be maintained and sorted at a minimum, twice a year or as required.
- Educators will set up craft equipment for each session of care based on the program and children's interests. All craft equipment is to be properly washed and cleaned before storage.
- All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, and toiletries will be stored in a designated, secure area which is inaccessible to the children. Educators are responsible for ensuring that these areas remain secure and that they do not inadvertently provide access to these items.
- Kitchen and other refuse areas will be provided with lidded bins that are cleaned and emptied daily.
- Educators and management will ensure that all family records are kept in a nominated secure place, ensuring that records are kept confidential and not left accessible to others during the course of the daily operations.

Ventilation, Temperature and Natural Light

- Adequate ventilation will be provided at all times. Operational windows can be opened during service to provide ventilation unless closed to protect from extreme weather conditions. Windows will be properly maintained to ensure easy opening and protection from bugs and insects.
- All heating and cooling systems will be of good quality and checked regularly to ensure safety.
- Educators will take individual needs and specific activities into account when ensuring that heating, ventilation levels are comfortable.
- Should educators, children or families complain about the temperature in the service not being at a comfortable level, this matter will be drawn to the attention of the Centre Coordinator and steps will be made to address the problem.
- Activities involving toxic materials such as paints and glues, will only be set-up in well ventilated areas.
- Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.
- In areas made available for children's homework or other fine detail, natural light will be made available where possible as well as good overhead lighting.



- For Wesley OOSH owned buildings, a security light will be placed at the entrance to the service that clearly provides an unobstructed view of the door and surrounding areas.
- Outdoor lighting that is suitable to ensure the safety of children, families and staff as they enter and exit the building.

Pest Control

- Equipment and especially food items will be properly stored so as not to attract pests and vermin.
- Refuse bins and disposal areas will be emptied and cleaned each session or as required.
- Kitchen, food preparation areas and storage will be cleaned and maintained each session or as per cleaning charts.
- All areas will be checked daily for any signs of pests or vermin.
- Should any pests or vermin be identified then action will be taken to rid the service of the problem by:
 - Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products
 - Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children
 - Other methods such as the employment of a pest control company if deemed necessary by management where the above methods have failed
- Any use of chemical products will only be conducted outside the hours of operation. Children, educators, families and visitors will be removed from the service until it is safe to return.

Indoor Environment

- The service is a smoke-free environment and no smoking signage will be displayed.
- Daily safety checks are completed to ensure the environment is safe for children and free from harm/hazards.
- Where children are indoors for long periods due to weather conditions, activities will be programmed and other areas sought to disperse the group such as school halls and libraries if available.
- Separate areas in the indoor environment will be provided for:
 - signing children in/out of the service
 - answering phones and maintaining daily records
 - speaking with families and maintaining confidentiality
 - children to store their bags and belongings
 - storage of equipment, food, dangerous materials and family records
 - preparation of food and drinks
 - kitchen and other refuse
 - cleaning of equipment
 - toilet, hand basins and hand drying facilities
 - creative and other activities
 - large and small group activities
 - display of children's activities and work
 - quiet space for children to retreat to, do homework or lie down if unwell
- The indoor area is to be set up to allow children to participate in a variety of activities with easy access to equipment
- Easy access to areas should be maintained by making clear easily definable passageways and walkways through the building.
- Items obstructing areas are to be removed and placed in the correct storage areas.



- Indoor areas are to be set up according to the supervision plan to ensure adequate supervision is maintained at all times.

Outdoor Environment

- Daily safety checks are completed to ensure the environment is safe for children and free from harm/hazards.
- Adequate shade will be provided. Children will be required to wear a hat and apply sunscreen. As far as possible, activities will be set up in shaded areas.
- A risk assessment will be completed for activities where there is a higher risk to children, such as playground equipment, bike and scooter play and to ensure children are protected from harm.
- The outdoor space will be set up in a variety of ways to encourage children's participation.
- Areas will be made available where children can play in large or small groups or by themselves.
- Outdoor areas are to be set up according to the supervision plan to ensure adequate supervision is maintained at all times. Educators will move throughout the zone observing children's play and interactions with others and to ensure children are monitored as they transition between zones. If there are any obstacles with the zone (i.e. trees, equipment) educators are to check behind these to ensure no children are hiding.
- Educators and children will identify areas that are out of bounds. If it is necessary to go outside the boundaries, an educator will accompany children.
- Use of other outdoor venues will be considered where access to the area is safe, the area is considered of value to the children's physical development and personal comfort and where adequate staff/educator ratios can be maintained.

4. Responsibility and policy owner

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley Out of Hours School Care staff shall adhere to this policy.

5. Consultation & Approval

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.