



Date Adopted August 2015

Review Date August 2016

Relevant Legislation & Standards

Education and Care Services National Regulations: S165 & S167, R 168

National Quality Standard: Quality Area 2: 2.3

Work Health and Safety (WHS) Act 2011

Aim / Policy Statement

Goulburn Pre-School recognises the importance of providing a safe and healthy environment for all of the children who access our program. The children all have the right to access high quality care and education in a safe and healthy environment.

Goals

Goulburn Pre-School will:

- Ensure children are adequately supervised at all times.
- Organise learning spaces to ensure risks to children are minimised.
- Monitor and supervise hazards and safety risks in the learning environment.
- Implement our Child Protection and Incident, Injury, Trauma and Illness Policies at all times.
- Take every reasonable precaution to protect the children attending the Pre-School from any harm or identified hazard likely to cause injury or harm.

Procedures and Strategies

The Approved Provider (Management Committee) will:

- Ensure sufficient numbers of teachers, educators and staff are employed to ensure adequate supervision at all times based on the number and needs of each group.
- Adopt and implement policies and procedures to provide each child enrolled at the service with a safe and healthy learning environment.

The Nominated Supervisor will:

- Arrange staffing to ensure appropriate number of teachers, educators and staff are rostered to meet ratio and qualification requirements at all times to ensure supervision and interaction with children is well maintained.
- Maintain a current casual pool of qualified staff to engage as required.
- Work collaboratively with teachers, educators and staff to ensure supervision and interaction with children is maintained at all times.
- Adopt and implement policies and procedures to provide each child enrolled at the service with a safe and healthy learning environment and ensure all employees are working with full knowledge of the policies and procedures.

Educators will:

- Effectively supervise and interact with the children in their care at all times.
- Inform the Nominated Supervisor if supervision is inadequate within any learning environment to ensure the health and safety of all children.

Implementation

Organisation of Learning Environments

The Approved Provider (Management Committee) will:

- Make sufficient allowance within budget provisions to allow for the replacement of worn and damaged equipment which may pose a safety risk for children; and
- Make sufficient allowance within budgets to allow the adequate maintenance of all indoor and outdoor learning environments.

The Nominated Supervisor will:

- Organise the learning environments and grouping of children to ensure appropriate supervision to ensure risks to children are minimised and well managed.
- Organise repairs and maintenance to equipment and learning environments in a timely and appropriate manner. If repairs cannot be accessed quickly, the risk needs to be managed or removed from the environment.

Educators and staff will:

- Organise indoor and outdoor learning environments to minimise risks to health and safety.
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Evaluation

The effectiveness of this policy will be measured with the ongoing financial health and viability of Goulburn Pre-School, with affordable fee levels and effective fee collection.

Resources
and
Attachments

Community Child Care Co-Operative (Member's Resources)

Goulburn Pre-School Philosophy (2013 Review)

NSW Fair Trading Requirements

NQS Quality Area 7 Standard 7.3 Elements 7.3.1,7.3.2, 7.3.5

Required
Application
Forms