



## ▲ PROVISION OF CHILD SAFE ENVIRONMENTS / SUPERVISION

### ▲ NQS

**Element 1.2.3** Each child's agency is promoted, enabling them to make choices and decisions and to influence events and their world

**Element 2.2.1** At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

**Element 2.2.3** Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

**Element 3.1.1:** Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.

**Element 4.1.1** The organisation of educators across the service supports children's learning and development.

**Element 7.1.3** Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.

**National Law:** Section 167 Offence relating to protection of children from harm and hazards

**Education and Care Services National Regulations:** 84-87; 99; 100-102; 103-105; 106-112; 114; 115; 168 (2) (h) (i); 177(1) (e) (f) (g) (i).

### ▲ PURPOSE

To ensure children have access to safe physical and social environments that promote learning and development. For educators to adequately supervise children and adjust their supervision strategies depending on children's groupings, dynamics, size, and equipment and or resources being used at the time.

This is an overarching policy which accompanies a set of specified policies as referenced at the end of the document.

### ▲ PROVISION OF CHILD SAFE ENVIRONMENTS

The Approved Provider and Nominated Supervisor will work with all FROEBEL employees in providing a stimulating environment that continually engages children and fosters their learning and development, while ensuring their safety and that of employees, families, and visitors.

### ▲ RESOURCES AND EQUIPMENT

The Approved Provider or Nominated Supervisor will:

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- ensure that FROEBEL services equipment and furniture is safe, clean and in good repair.
- check that all equipment (including resources, highchairs, cot beds, assembled toys) meets Australian Standards and educators are trained in correct maintenance and assembly.
- ensure non-fixed play equipment in the ground is less than one-meter high and that educators can adequately supervise children at all times.
- place any outdoor climbing equipment, swings or slides on impact absorbing surfaces (soft fall materials).
- ensure online environments promote safety and wellbeing for all children.
- select resources and equipment that reflect the cultural diversity of our families, local community and nation, including the culture and diversity of Australia's Indigenous community.
- actively seek the views of parents and families about our resources and equipment.
- advise educators and families about the purchase of new equipment as appropriate and ensure a risk assessment is carried out.
- prepare an ongoing prioritised maintenance plan for the service, and implement the plan throughout the year, and organise maintenance systems (e.g. checklists, logs, building and equipment records).

#### ▲ **EDUCATORS WILL:**

- Complete a daily audit of all environments using the daily checklists in the 'Safety Culture' website using I Auditor.
- provide a list of equipment or resources which need maintenance to the Approved Provider or Nominated Supervisor and prioritise as required.
- Complete and or regularly review risk assessments for resources/ equipment and have them signed off by the nominated supervisor
- introduce children to new resources and equipment and teach them how to use and care for them appropriately.
- store equipment that should only be used under supervision in a secure place.
- regularly check equipment and resources to ensure it is clean and safe.
- ensure they comply with cleaning schedules for resources and equipment.

#### ▲ **FACILITIES**

The Approved Provider or Nominated Supervisor will:

- provide adequate, sufficient, and accessible facilities for handwashing, toileting, eating and sleeping. Toileting and hand-washing facilities will be accessible from our indoor and outdoor environments.

- provide adequate, sufficient, and hygienic facilities for nappy changing which are inaccessible to children if they are not directly supervised,
- provide access to clean drinking water in our indoor and outdoor environments.
- providing secure and hygienic laundry facilities.
- ensure that the premises and grounds comply with building regulations (Local, State and Federal Government) and the Building Code of Australia in relation to fire, ventilation, lighting and safety glass.
- provide appropriate and hygienic areas for food preparation.
- complete regular Building Safety Checklist of the premises and grounds and ensure any work necessary meets Australian standards.
- implement management plans to ensure the safety of educators, children, families, and visitors if the service undertakes major renovations.

### ▲ ENVIRONMENT

The Approved Provider or Nominated Supervisor will:

- include natural elements like plants, trees, gardens, rock, mud and water where appropriate.
- provide adequate shading.
- adequately fence the environment.
- incorporate natural and artificial lighting, appropriate ventilation, heating, cooling and fresh air.
- include elements that challenge children and encourage appropriate risk taking for the child's developmental level.
- incorporate specific requirements for children with different abilities as seamlessly as possible.
- incorporate sustainable practices which develop an awareness of environmental responsibility.
- ensure elements in the environment encourage children to explore, solve problems, create, construct and engage in critical thinking.

The Nominated Supervisor will ensure that the educators, as part of their Daily Hazard Safety Checks, also inspect perimeter fencing for any defects or equipment (including timber panels, rocks, etc.) which could be used by children to step up and climb the fence. Any items/equipment must be placed a minimum of 1000mm from the fence.

### ▲ LAYOUT

The Approved Provider or Nominated Supervisor will work with educators to:

- organise the environment so children, educators and visitors can move around without disrupting children's play.

- create spaces which encourage collaborative learning through group interactions and one-on-one interactions.
- create areas where children can engage in quiet, restful or independent experiences.
- establish the environment so children can always be adequately supervised. And adjust supervision strategies in accordance with needs of the children and environment.
- provide space for administrative functions, consultation with children's parents and private conversations.
- keep plans about the arrangement of the rooms and outdoor spaces to demonstrate ongoing engagement and critical reflection for how the service creates inviting learning spaces, and document how the arrangement, resources and equipment contribute to children's learning.
- keep a record of any changes made to the physical environment e.g. rearrangement of rooms, additions/changes to outdoor environment.

### ▲ **PLAY SPACES**

The Approved Provider or Nominated Supervisor and educators will:

- undertake regular risk assessments to ensure risk is minimised or eliminated.
- provide adequate and ongoing training in risk management practices for new and existing educators, employees, and volunteers.
- engage children in a wide variety of indoor and outdoor experiences.
- discuss safety issues with children (e.g. using toys or equipment) and involve children in rule setting to minimise or eliminate safety risks (e.g. teaching children about the importance of keeping away from perimeter fencing; how to climb on equipment, how to move safely between spaces, and how to stay within their educator's sight lines and sound);
- cover unused power points with safety caps, securing all electrical cords and ensuring all double adaptors and power-boards are inaccessible to children.
- provide families with the latest child-related safety information.

### ▲ **E-SAFETY**

Like physical spaces being assessed for safety and engagement by children, FROEBEL is aware and ensures all online environments which are accessed with and by children take into consideration their safety and wellbeing.

- educators understand the risks associated with online environments and assess the resources to ensure appropriateness for engagement.
- educators provide experiences that support children in learning about being safe online.

- ongoing reflection and reviews are conducted of policies and procedures to ensure a commitment to child safety and wellbeing is upheld in practice.

### ▲ CHILDRENS GROUPINGS

It is important that children have opportunities to interact with other children and educators in group situations. This contributes to their learning and development and helps children to develop respectful and positive relationships. When forming groups, the Nominated Supervisor and educators will consider whether the size and composition of the group is appropriate by considering whether children:

- are settled;
- develop secure relationships with educators and positive relationships with peers.

The Nominated Supervisor in consultation will:

- base children's rooms and groupings on their age and/or development.
- have mixed age play time when appropriate and suitable so all children have opportunities to interact with children and educators from other rooms.

### ▲ SUPERVISION

It is the policy of FROEBEL to ensure that all children attending the centre are adequately supervised always:

- A centre roster will be developed by the Centre Director or person in-charge to ensure that educator/child ratios are maintained and in accordance with the legislative requirements.
- At all times, children must be in direct **sight or sound** of educators.
- A minimum of two (2) educators will always be on site for the time the centre is operational.
- A minimum of two (2) Educators will always be present in any space where children are being cared for.

### ▲ PROCEDURES

#### EDUCATORS

The Nominates Supervisor or person in-charge will develop comprehensive Supervision Plan:

- All educators are required to understand the educator/child ratios prescribed by State legislation.
- Supervision points will consider "at risk" areas such as climbing equipment or possible exit points from the centre.

- Educators will be particularly aware of, and closely monitor “dead spots” in the playground, e.g. areas behind hedges, sheds or equipment;
- The Nominated Supervisor will ensure (as part of the induction process) that casual educators, students and volunteers are familiar with these procedures and the supervision requirements at the service.
- Educators are required to position themselves in a manner which maximises both **sight or sound contact** with all children in the group.
- Should they be required to move for any reason they are required to inform other educators who will assume temporary responsibility for that area.
- Educators must remain alert and conscious of all children’s movements throughout the day.
- At no time are children permitted to exit the centre unaccompanied.
- Educators are required to ensure children only leave the centre with a nominated person authorised by the child’s parents/guardians.

## **FAMILIES**

- Are not to share their door access code with anyone.
- Ensure that doors and gates are closed behind them when entering and leaving and be mindful of children around doors to prevent trapped fingers.
- Do not allow children to exit or enter spaces without their nominated person or their educator.
- Be aware of other children and respectful of their privacy when in sleep and bathroom facilities.
- Ensure children’s bags are free of food and medications, any food and or medication must be handed to an educator upon arrival.
- **NO nuts or nut products are to be in children’s bags, we are an allergy aware service. For the safety of all children NO food is to be left in children’s bags.**

## **VISITORS**

- All visitors to our service must sign in when they arrive at the service and sign out when they leave.

### **▲ SAFETY CHECKS**

To ensure the safety of all children and educators, the Nominated Supervisor will ensure the following safety checks are carried out:

- A daily inspection of the premises before children arrive (use the Indoor and Outdoor Daily Safety Checklists) to ensure the service is safe, secure and hygienic, and there are no dangerous objects on the premises or service grounds, for example sharps or poisonous flora and fauna, including a check of:

- perimeters
  - fences
  - gates
  - paths
  - buildings
  - all rooms accessible to children
  - fixed equipment
- Educators will wear gloves and use tongs to pick up any sharp objects (e.g. syringes) and place them in the 'sharp object box'. This box will be disposed of in line with local council recommendations. Any maintenance required will be immediately reported to the Approved Provider or Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.
  - Regular inspections of trees in the service grounds for overhanging, dead or dangerous looking branches as well as for any infestations or nests.
  - Regular pest inspections by an accredited pest control company. Any recommendations made by the company will be implemented if they will not compromise the health and safety of children and adults. The Nominated Supervisor will keep records of pest inspections and findings, and records to verify completion of safety checks.

### ▲ INSPECTION AND TESTING OF ELECTRICAL EQUIPMENT

Services must ensure that electrical equipment is regularly inspected and tested by a competent person, if the electrical equipment is supplied with electricity through an electrical socket and used in conditions where it could be damaged, including exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals, or dust. A record of the testing, which may be a tag attached to the equipment tested, must be kept until the equipment is next tested or disposed of and must specify:

- the name of the tester
- the date and outcome of the testing
- the date on which the next testing must be carried out.

New Equipment which is purchased in between Tag and Testing appointments is to be inspected and labelled with a **New to Service** sticker, by the centre director, this item will then be included in the next scheduled Tag and Test date.

### ▲ FIRE EQUIPMENT

All fire equipment at our service will comply with relevant laws and regulations, council requirements and the Building Code, and be maintained in line with the Australian Standard.

The Nominated Supervisor will ensure that regular fire safety equipment tests are carried out by accredited fire systems inspector and certifier and that an Annual Fire Safety Statement is issued in a timely manner.

### ▲ IMPLEMENTATION

The Approved Provider will take reasonable steps to ensure that the Nominated Supervisor and staff members of, and volunteers at, the service follow the policies and procedures required under National Regulation 168 (e.g. policies are readily available at the service and easily accessible, through QR codes and links on the website) Policy and procedure reviews are carried out annually or when changes are required, they are shared with all employees and discussed at staff meetings, they are also referenced in the educator handbook, student/volunteer handbook, parent handbook.

### ▲ SOURCES AND FURTHER READING

- Dangerous Substances (National Code of Practice for the Labelling of Workplace Substances) Code of Practice Approval 2006
- [Education and Care Services National Regulation](#)
- Early Years Learning Framework
- [E-safety](#)
- [E-safety in early years](#)
- [Early Childhood Australia Statement of young children and digital technologies](#)
- National Quality Standard
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Australian Standards 1851-2005 "Maintenance of Fire Protection Systems and Equipment"
- [Kidsafe NSW](#)
- [Kidsafe Vic](#)

### ▲ ASSOCIATED POLICIES

- Arrival, Departure, Absences
- Accidents and Incidents
- Accident Prevention
- Administering First Aid and CPR
- Child Wellbeing and Safety
- Child Protection
- Centre Security
- Death at the Centre

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- Disposal of Sharps and Sharps Injuries
- Emergency Response and Evacuation Plan
- Excursions
- Hazardous items and substances
- Hygiene and Infection Control
- Personal Health and Hygiene
- Staffing Arrangements
- Safety Checks and Maintenance of Buildings and Equipment
- Students, Volunteers and Visitors
- Sun Protection
- Water Safety
- Work Health and Safety

#### ▲ **POLICY REVIEW**

- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement these policies and procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.

**Last review:** 1.08.2023

**Next review:** 1.08.2024