

## ACCESS TO ROOFTOP AND SAFE MOVEMENT OF CHILDREN BETWEEN LEVELS – FROEBEL CARLTON

### NATIONAL QUALITY STANDARDS

- **Element 2.2.1:** At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- **Element 3.2:** The service environment is inclusive, promotes competence and supports exploration and play-based learning.
- **Education and Care Services National Regulations:** 168 (2) (h)

### PURPOSE

To ensure all children have access to the open-to-sky play space on Level 5 at various points in time during the day.

To ensure the safety of all children as they engage in an educational program which maximises the vertical spaces of a multi-level building.

### POLICY/PROCEDURES

- The Nominated Supervisor and educators will conduct regular risk assessments to continuously identify and evaluate potential hazards associated with the use of staircases and elevators and follow procedures to minimise any of these risks.
- The Nominated Supervisor will ensure that all children, in addition to the sheltered outdoor play spaces on Level 3 and 4, will have access to the open-to-sky play space on Level 5 of the service.
- Access to the rooftop play space will be embedded into daily planned and spontaneous curriculum experiences.
- When planning access to this space, the Nominated Supervisor will consider factors such as children's individual needs, daily routines, individual capabilities, capacity of play spaces, operational requirements and weather conditions (sun safety in particular).
- At all times ratios will be maintained when children are moving between levels and when on any level between Level 3, 4 and 5.

Age of Children	Educator to child Ratio
Birth to less than 36 months	1:4
Over 36 months up to and including preschool age	1:11

When children who are being educated and cared for at the Centre are of mixed ages the minimum number of educators for the children will meet the requirements above at all times.

Each level indicates on the room white board when moving to the rooftop or between rooms, it states which children and educators are moving to a different level.

Educators are encouraged to enable children to flexibly use both indoor and outdoor learning environments on all levels and shall cater for these opportunities as much as possible without compromising on the children's safety and well-being.

All educators (including casual relief educators) must be aware of potential risks associated with the staircases and elevators between the Ground Level and Level 3- 5 of the building (e.g. risk of falling or tripping) as well as the procedures outlined in this policy to successfully mitigate these risks. All educators will be informed on the centre's policy during their induction.

All educators will be encouraged to teach children about the safe use of staircases and elevators whenever an opportunity arises.

### **Safe use of the elevator**

- During drop off and pick up children are to be accompanied by their parent or authorised person to enter and exit the elevator.
- Parents and authorised persons are encouraged to teach their child/children how to enter and exit the elevator safely.
- Children must never be unattended when using the elevators between levels.

### **Safe use of stairs between levels**

- The fire stairs are equipped with compliant handrails for safe use by children as means of access between Level 3, 4 and 5 only. Children will always be accompanied by an adult when using the stairs.
- Children will hold firmly on to the children's handrails, and will be assisted as required;
- Educators will be aware of children who may need additional support when climbing the staircase or when walking downstairs;
- Educators will be role models when using the staircases and be consistent when implementing this policy with children.

### **SOURCES AND FURTHER READING**

Children (Education and Care Services National Law Application) Act 2010  
Education and Care Services National Regulations, particularly Reg. 97 and 98.

### **REFERENCES**

- Emergency and, Evacuation Policy;
- Delivery, Collection and Absences of Children.
- Staffing Arrangements (Victoria)

### **REVIEW**

Last review: 18.03.2024

Next review: 18.03.2025