

SAFE MOVEMENT BETWEEN UPPER AND GROUND LEVEL

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)

POLICY

The purpose of this policy is to ensure that children move safely between the Upper Level and the Ground Level of the building and between indoor and outdoor environments.

Our service will conduct regular risk assessments to continuously identify and evaluate potential risks associated with the use of staircases and prepare procedures to minimise any of these risks.

All educators (including casual relief educators) must be aware of potential risks associated with the staircases between the Upper Level and the Ground Level of the building (e.g. risk of falling or tripping) as well as the procedures outlined to successfully mitigate these risks. All educators will be informed on the Centre's policy during their induction. All educators are encouraged to teach children about the safe use of staircases whenever an opportunity arises.

PROCEDURES

The following procedures for the safe movement between the Upper and Ground Level of the building must always be adhered to:

CHILDREN WHO ATTEND THE UPPER LEVEL (CHILDREN 3 – 5 YEARS OF AGE)

- When being dropped off at the Upper Level, children must be accompanied by their parent or authorised person to climb the stairs, an educator will greet the family in the room and support the transition time;
- Parents and authorised persons are encouraged to teach their child/children how to climb the stairs safely, and to use and hold onto the children's handrail when climbing the stairs at all times;
- Educators must ensure that the safety gates on the Upper Level are unobstructed, closed and secured when not in use at all times;
- Children must never go downstairs (e.g. in order to access the playground) unattended and without an educator actively supervising the child/children;
- Small and larger groups of children will always use the staircase in an orderly manner, with the adequate supervision by educators;

- Children will hold firmly on to the children's handrails, educators will assist children as required;
- Educators will ensure children walk up the stairs and use handrails;
- Educators are encouraged to enable children to flexibly use both indoor and outdoor learning environments and shall cater for these opportunities as much as possible without compromising on the children's safety and well-being;
- 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;
- A stair climber ensures equal access. Educators will ensure that no other person uses the staircases when the stair climber operates.

CHILDREN WHO ATTEND THE GROUND LEVEL (CHILDREN UNDER 3 YEARS OF AGE)

- Children who attend the play and learning spaces on the Ground Level of the building will not be granted access to the Upper Level of the building without their parent/guardian or an educator solely supervising the particular child;
- Educators will ensure that children can use the indoor and outdoor environments at the front of the building ("Barkly Street playground") flexibly;
- Access to the main playground which is also used by children who attend the Upper Level of the building will be planned and supervised by educators at all times, to ensure that children do not access the staircases unsupervised when moving between indoor and outdoor environments.
- When children use the main playground, at least one educator will always be positioned in close proximity to the entrance door to the staircase lobby so that children who want to go inside can be actively supervised and that access to the staircases can be monitored and controlled at all times.
- Older children who will soon transition to the Upper Level of the building will be encouraged to learn how to use staircases safely when using the "racing track" or utilizing the "play pod" in their play and learning environment on the Ground Level.
- The hallway doors to the play and learning spaces on Ground Level will be closed at all times when not in use

REFERENCES

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

ASSOCIATED POLICIES

- Accident Prevention
- Delivery, Collection and Absences of Children
- Emergency Management Plan

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 this policy and its procedures.

Families are encouraged to collaborate with the Centre to review the policy and procedures.

Last review: 2.03.2024

Next review: DD/MM/YYYY

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