

MOVEMENT OF CHILDREN BETWEEN LEVELS

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

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.

PROCEDURES

At all times ratios will be maintained when children are moving between levels and when on any level between the Preschool, Toddler, Nursery and Rooftop.

Age of Children	Educator to child Ratio
Birth to 24 months	1:4
Over 24 months and Less than 36 Months	1:5
36 months up to and including preschool age	1:10

- When children are being educated and cared for at the Centre are of mixed ages the minimum number of educators for the children will always meet the requirements above.
- Each level indicates on the room and lift notice board which children and educators are in the space that day; this is adjusted to show where the children/ staff move throughout the levels
- 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 building's ground level and its rooftop (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.

- Educators continuously count the children as they move from areas and during any transitions between different levels.

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 enter and exit the elevator safely.
- Children must never be unattended when using the elevators between levels.

Safe use of stairs between levels

- Children will always be accompanied by an adult when using the stairs.
- Children will hold firmly on to the children's handrails; have a hand on the wall; or hold an adult's hand 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.

REFERENCES

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

ASSOCIATED POLICIES

- Emergency and, Evacuation Policy.
- Child Safe Environments and Supervision
- Delivery, Collection and Absences of Children.
- Staffing Arrangements NSW.

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 this policy and its procedures.

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

Last review: 16/02/2023

Next review: