

ACCIDENT PREVENTION POLICY

Date: 1995, Reviewed 15/06/2004, Revised 15/06/05, Revised 19/08/08, Revised 20/06/12, Reviewed 23/10/14, reviewed 7/11/2017

Signed By Management Committee _____ **Date** _____

Review Date: October 2020

Aim

To maintain effective health and safety procedures which will minimise the risk of **accidents** to staff, children and others at the Centre.

Background

The Management Committee, the Director and members of staff are responsible for ensuring that the Centre provides a safe and protected environment and that any potential hazards are isolated until the danger has been removed. Parents have a role in ensuring that potentially hazardous items are not introduced into the Centre (e.g. toys from home that may be inappropriate due to their size).

We realise wherever children play there is an ever-present risk of accident and that the Centre, and its grounds, must be seen as a potentially hazardous environment in which vigilance is the most effective safeguard. As Educators, we also understand that it is vital for children to learn from their mistakes, to 'have a go', to persist, problem solve, try something different, and have opportunities to push their limits, practice and learn through play.

Therefore, we need to allow children the freedom to take risks in their play, while balancing the need to keep them safe.

Related Policy

The Centre Workplace Health and Safety Policy contains important and relevant information and should be read in conjunction with this policy.

Supervision Policy

Workplace Health & Safety Policy and Procedures

Hazardous Materials Policy – handling and Storage

Child Protection Policy

Curriculum Planning and Review Policy

Excursion and Incursion Policy

Inclusion of Animals in the UPCCC Program Policy

Behaviour Guidance Policy

Administration of Medication Policy

Clothing and Comfort Policy

Sleep & Rest Policy

Implementation

Staff and Management Responsibilities

- Children will be adequately supervised at all times in accordance with the regulations on child/staff ratios for each section. (Refer Supervision Policy)
- The equipment and facilities will be checked quarterly by the occupational health and safety representative, to ensure they are safe. Defective or unsafe items will be isolated and immobilised until such time as the necessary repairs have been completed or the item replaced. (Refer: Workplace Health & Safety Policy and Procedures; and Quarterly Workplace Safety Inspection & Hazard Identification Checklist)
- Any broken piece of indoor or outdoor equipment must be removed to handyman's room as soon as possible to ensure it is not put out for use.
- All equipment at the Centre is to meet approved Australian safety standards.
- The outdoor area is to be surrounded by a child safety fence.
- Outdoor equipment is to be checked and relocated on a weekly basis.
- Staff must check the outdoor environment for dangerous items and dispose of appropriately.
- Dangerous products are to be stored correctly (according to Centre's Hazardous Materials Policy – Handling and Storage).
- A notice showing emergency telephone numbers (hospital, ambulance, the poisons information Centre, police and fire brigade) is to be prominently displayed near, and easily seen from, each telephone in the Centre;

Parent Responsibilities

Parents will be advised of the following child safety issues within the Centre and asked to follow Centre practice:

- Gates and doors that say they must be closed MUST BE CLOSED after use. Internal child gates must be used appropriately and not stepped over.
- Children are not allowed to play in equipment storage, bathrooms, laundry or chemical storage areas.
- Medications to be administered at the Centre are to be handed to a staff member, not left in the child's lunch box. (Refer to Administration of Medication Policy)
- Children are to arrive at the Centre attired in accordance with the Clothing and Comfort Policy.
- To prevent the risk of scratching, children's fingernails and toenails must be checked at least weekly and kept trimmed.
- If possible, all children's clothing and linen should be non-flammable.
- Ensure any toys brought from home are checked by a staff member on arrival.

Safety Information/Education

- New parents will be provided with information on how to access this Accident Prevention Policy prior to commencement and will be encouraged to become aware of it as part of induction processes.
- Parents will be provided with information relating to current child health & safety issues via the newsletter and notice boards.
- Through their involvement in the curriculum, children will be made aware of safety issues including protective behaviours. Educators will support children to self-assess potential risks and develop strategies for managing these risks.
- All sleeping children will be supervised in accordance with the Sleep and Rest policy.
- Our Educators will follow advice from Sids and Kids Organisation with regard to safe sleeping practices for babies. In accordance with this and unless otherwise directed in writing by parents all infants will be placed on their back to rest with their feet near the foot end of the cot with blankets firmly tucked. Staff will endeavour to ensure that infants do not overheat by making checks on infants while they are sleeping. (Refer Sleep & Rest Policy)

Car-park

- Parents and staff are to drive carefully and adhere to the indicated speed limit.
- Children are to be closely supervised by parent(s) whilst entering and leaving the Centre through the car-parking areas.

Dangerous Items

Plastic bags will not be accessible to children in the nursery and toddler sections and will only be used where necessary in the preschool rooms.

Glass and crockery will only be used by the children under close staff supervision.

The following items are not to be brought into the Centre by children under any circumstances:

- Ropes
- Balloons (except under supervision)
- Matches
- Peanuts or other nuts
- Cigarette lighters
- Knives

Collecting Children

- If a parent has more than one child at the Centre, in the mornings they should take the elder child to their room first, and when collecting their children, they should collect the younger one first. This is especially important when the younger child is a baby. Because of the nature of the Nursery set-up and its furnishings, older children can present a danger to the babies.

Source Documents:

ACT Government, *Education and Care Services National Law (ACT) Act 2011*, and the Education and Care Services National Regulations 2011 (available from <http://www.legislation.nsw.gov.au/>)

Tansey, S. (2006) *Safety in children's services*. National Childcare Accreditation Council Inc. QAIS Factsheet #2 http://ncac.acecqa.gov.au/educator-resources/factsheets/qias_factsheet_%202.pdf Accessed on 18-09-17

Kidsafe NSW Inc. Education and Care Services *Is your Playground up to Standard?* Accessed from <http://www.kidsafensw.org/playground-safety/education-and-care-services/> on 18-09-17