

# EDUCATION AND CARE GUIDING PRINCIPLE

## Child Safe Environment and Practices

### Purpose

This Child Safe Environment and Practices Guiding Principle is designed to guide educators to ensure the education and care environment, FDC premises, and any venue for which an excursion may take place, are safe environments for children [\[Reg 168\(2\)\(h\)\]](#).

### Scope

Council’s Education and Care Services will provide a safe and secure environment where equipment is safe, clean and in good repair to ensure children, educators and families are safe, and wherever possible prevent incidents and accidents [\[Reg 103\(1\)\]](#).

At times, environments, furniture, equipment and activities may be deemed a risk to children’s health, safety and wellbeing. To assess the risk and consider strategies to reduce or mitigate risk, a thorough risk assessment must be conducted.

### Definitions

<b>ACECQA:</b>	Australian Children’s Education and Care Quality Authority
<b>Families:</b>	Parents, caregivers and/or guardians
<b>FDC:</b>	Family Day Care
<b>OOSH:</b>	Out of School Hours Care
<b>Regulations:</b>	<a href="#">Education and Care Services National Regulations</a>
<b>SDS:</b>	Safety Data Sheets

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## **Risk management**

Section 167 of the [Children \(Education and Care Services\) National Law \(NSW\)](#) outlines the offence relating to the protection of children from harm or hazards. The approved provider, nominated supervisors and FDC educators must ensure that every reasonable precaution is taken to protect a child from harm and any hazard likely to cause injury.

A generic risk assessment must be conducted on activities, tasks and/or equipment in the environment which may be deemed a risk to children and that may cause injury. The following activities, tasks and/or equipment listed below include but are not limited to:

- Rest time, including consideration given to the placement of children with medical conditions
- Indoor play
- Outdoor play – climbing equipment
- Mealtimes
- Glass

- Water play
- Pets or animals
- Toileting and nappy change
- Supervision in play spaces
- COVID risks
- Cleaning tasks
- Cooking experiences
- Excursions or workshops (refer to Excursions, Transport and Leaving Service Guiding Principle)
- Visitors.

## **Supervision**

At all times educators will take reasonable precautions and provide adequate supervision to ensure children are protected from harm and hazard. Section [115](#) of the Regulations states that premises must be designed to facilitate supervision. Educators ensure that active supervision is provided to children at all times. The environments are set up to allow adequate supervision ensuring that children are able to be viewed or heard throughout the day including routine times, group times, play, sleep, rest and toileting.

Some environments may include risky play opportunities for children. The risk benefits are discussed by educators to determine the suitability of the experience and any risks identified.

Children are involved in determining their involvement in risky play experiences and educators support children to ensure these decisions lead to children developing a sense of agency.

Any areas of the environments that may present a supervision issue are discussed regularly by educators so a professional judgement and assessment of the area can occur. Preventative measures are implemented to ensure adequate supervision occurs which may include supervision plans, risk assessments or resources in the environment such as mirrors, unobstructed windows, viewing windows to cot rooms and nappy change rooms etc.

## **Supervision plans**

Supervision plans must be created for all indoor play spaces, outdoor play spaces and rest areas to ensure all risks are considered; plans must compliment risk assessments conducted. The plans aim to provide a visual tool for educators to follow whilst providing supervision and must be displayed in the immediate vicinity of the area identified in the plan.

The plans must include a map of the supervision area, identify hot spots, suggested placement of educators, placement of resources/furniture, etc so supervision is maximised. Risks identified on the risk assessments must be considered when creating the plans, including but not limited to medical conditions, behaviour concerns and the age of children.

A key must be communicated on all plans so all staff are aware of what it means, e.g. A red x signifies this is a hot spot and educators are to stand there when children are in the area (centre-based only).

Plans must include the below notes:

- Hot spots – Educators are recommended to position themselves here to actively supervise and have a clear view of all play spaces.
- Educators will respond accordingly to the supervision needs, meaning they will regularly assess the number of children in a specified area and move to ensure ratios are maintained at all times. Where high risk activities are occurring the need for additional educators to that area will be communicated, planned for and responded to.

Please refer to the [Supervision and Interaction](#) Guiding Principle.

## Safe environments

- The centre director/FDC educator must ensure that there is sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of each child.
- Education and care environments and FDC premises will allow opportunities for children to have quiet time, a quiet space to do solitary activities and provide some opportunities for children to engage with themselves just 'being'.
- Broken toys or equipment will be repaired or thrown away. For centre based care this should be reported to the centre director immediately and inventory listing updated if required.
- Non-slip mats will be placed around door entrances (centre based).
- Safety plugs will be in all power points.
- Electrical equipment will be tagged and tested annually (centre based).
- Educators/visitors are not to take hot drinks into rooms where children are present.
- Regular pest inspections will be carried out in buildings and surrounds. Maintenance reports provided by pest inspections will be kept on the premises (refer to [Cleanliness and Hygienic Practices](#) Guiding Principle). Children will not be in care when pest control is undertaken. FDC educators to either professionally conduct or follow instructions and reapply per directions.
- Annual Work Health and Safety inspections will be conducted by the Education and Care administration team (centre based). Annual home safety inspections will be conducted on FDC homes by FDC Coordination Unit staff (refer to [CCFDC\) Monitoring, Support and Supervision of FDC Educators](#) Guiding Principle).
- Checklists will be maintained for outdoor play area at least twice daily before morning and afternoon play and any issues identified and reported to centre director immediately prior to children accessing the area (centre based). FDC educators check once daily and the checklist to be completed daily. The form is to be signed off by the centre director (centre based).
- Early shift educators / FDC educators to ensure a hose reel and trigger nozzle are connected to a tap and are in good working order at all times.
- On a daily basis, gates will be inspected for self-closing. If gates are not functioning effectively this should be reported to the centre director immediately.
- The outdoor area will:
  - challenge and stimulate children with opportunities to explore, discover and create
  - provide a balance of active and passive areas, acknowledging children's needs to be alone or in small groups

- encourage the use of imagination and freedom of choice
- encourage appreciation of nature and the environment
- encourage gross motor skills.
- Any equipment higher than 0.6m must have soft fall under it for children to fall onto.
- Portable climbing equipment will be set up on the impact absorbing area. Fall zones will be adhered to:
  - 2 metres at end of slippery dip for short run out section
  - 1 metre at end of the slippery dip for long run out section
  - other equipment must have 1.5m free space around it.
- The soft fall impact area will be kept clear of all toys and portable equipment that may cause injury in a fall from equipment.
- All equipment purchased will adhere to the Australian Safety Standards.
- Equipment purchases will be engraved and recorded in the inventory list (centre based).
- Any outdoor space used by children is to be enclosed by a fence or barrier that is of a height and design that children of preschool age or under cannot go through, over or under it [[Reg 104](#)].
- An excursion checklist will be completed daily when educators attend local parks. Play session leader to complete prior to arrival of children for play session.
- Children will be kept inside during outdoor maintenance (mowing) etc.
- Children will be encouraged to walk inside.
- Front gate and door must be closed every time somebody enters or leaves the building.
- Front security screens are to be key locked (FDC).
- All areas of the playground will be in view of an educator at all times. Supervision hot spots plans need to be developed and shared with all educators.
- Dummies and teats will be checked regularly for wear.
- All services have adequate, developmentally and age-appropriate toilet, washing and drying facilities for use by children to support independence.
- Services must not use baby walkers, jolly jumpers and indoor swings (centre-based and FDC educator homes) as recommended by Kidsafe NSW. Refer to the [Kidsafe Family Day Care Safety Guidelines](#) for more information.
- Entrapments and strangulations to be prevented as recommended by Kidsafe NSW.

### **Sandpit**

- The sandpit will be raked daily and turned over monthly to aerate the sand. It will be covered at the end of each day or when not in use.
- The sand will be replaced every 12 months and topped up as required (centre based).
- Aeration and sunshine is the most effective way of disinfecting sand. Allow a period of time for exposure to the sun to sanitise.

## **Laundry**

- Each service has a laundry facility or has access to laundry facilities in the event of dealing with soiled clothing, nappies and linen etc.
- A designated space is available for storage prior to their disposal or laundering appropriate for the needs of the service.
- The laundry door must be locked at all times and not accessible to children (centre-based).
- Detergents, laundry powder or the storage of any chemicals must be stored in a locked cupboard or maintained in a way that does not pose a risk to children.
- FDC educators must have a labelled soiled clothing container with a lid.
- FDC must ensure sink plugs are inaccessible to children.

## **Hazardous substances**

- All detergents, cleaning products, disinfectants, poisons and other dangerous medications must be clearly labelled with a description of the contents and directions for use. All chemicals with SDS must be stored in a locked cupboard in the kitchen, laundry or office and are inaccessible to children.
- There must be two barriers between children and chemicals and other hazards; i.e. knives, plastic bags, etc (FDC).
- All tools, equipment and toiletries will be stored in facilities that are secure and inaccessible to the children. Medications and first aid equipment needs to be readily accessible to educators and out of reach of children. Refer to [Medical Conditions and Medication](#) Guiding Principle.
- Nappy bins and used nappies will be kept in areas that are inaccessible to children.
- All substance bottles will be carefully labelled, including the name of the substance and directions of use.
- Emergency numbers will be clearly displayed near telephones (i.e. Poisons Information 13 11 26, Emergency Services 000) and families' contact telephone numbers will be easily accessible. FDC families' contact telephone numbers must also be placed in the evacuation bag.
- All educators must have a current first aid certificate approved by the ACECQA and CPR refreshed annually.
- The nominated supervisor and educators must not, while providing education and care for children, consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to provide education and care to the children.
- All current SDSs must be kept in the kitchen and laundry for all hazardous substances and updated every 5 years. FDC educators to keep them in the Work Health & Safety folder.
- Any flammable substances to be kept away from heat sources e.g. kitchen.
- Choose chemicals or medications with child resistant lids or caps.
- All purchased products must be stored in "use by date" order. The older products are to be used first before they are out of date.
- Ensure storage containers used for chemicals are not reused and are properly discarded when empty.

- It is a recommendation that all chemicals/cleaning products purchased should be on the approved supplier's list (not FDC educators). If product/s are unavailable and an alternative is suggested, ensure the correct and current SDS is requested, printed and filed.
- Approval must be granted and current SDS available at the services for any products that are not on the approved suppliers list (centre based). All household cleaning products must be in original bottles or clearly labelled and have current SDS for all chemicals stored in registered parts of the home (FDC).

**Approved Education and Care services chemical/cleaning product list (centre based)**

Product	Application
Suma Special Mach. Dishwashing Detergent	Dishwashing Detergent (Automatic)
Suma Rinse Aid A5	Dishwashing Rinse Aid (Automatic)
Suma Star D1	Manual Pot/Pan Detergent
Suma Bac D10 Conc	Sanitiser
Raid "Odourless"	AQIS Approved Fly/Insect Killer
Omo	Laundry Powder Front Loader
Optimo	Laundry Powder Top Loader
Cream R7	Cream Cleanser
Glance	Glass/Multi-Purpose Cleaner
Suma Bio floor	Floor Degreaser/Non Slip Formula
Deb Instant Foam Sanitiser	Hand Sanitiser
Sun Dishwashing Powder	Dishwashing Powder
Sun Dishwasher Rinse Aid	Dishwashing Rinse Aid
Bambo Nature Baby Wipes	Disinfectant Wipes
Bastion Baby Wipes	Cleaning Wipes
Room Care R1 Plus	Toilet Cleaner

**Water safety**

The safety and supervision of children in and around water is one of the highest priorities. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the service environment.

To ensure the safety of children, a risk assessment will be completed before any water based excursion or activities are undertaken.

No child will swim or enter a pool of water unless there is written authorisation by the family.

The nominated supervisor will:

- provide guidance and education to educators and families on the importance of children's safety in and around water; and
- ensure work, health and safety practices incorporate approaches to safe storage of water and water play activities.

Educators will:

- complete a risk assessment on water-based activities to ensure safe practices are considered and hazards prevented
- ensure water troughs or containers for water play are filled to an appropriate level for the activity and checked for the hygienic state of the water before it is used for children's play
- supervise water based activities at all times by standing next to the activity while water is used. Containers and troughs will be emptied into garden areas after use and turned upside down or packed away. Children will be discouraged from drinking from these water activities
- ensure SunSmart procedures are followed during water based activities
- show children the safe use of equipment during water-based activities
- ensure buckets of water that may be used for cleaning or activities are not left unsupervised near the children and are emptied immediately after use
- check the children's play area each morning to ensure that no containers or pools of water are accessible for children. If rain occurs during the day, outdoor play areas will be checked for safety prior to the children entering the outdoor environment
- teach children about staying safe in and around water
- provide clean drinking water at all times. This water will be supervised to ensure that it is safe and hygienic for consuming. Drinking water containers will be sealed. At the end of each day, the drinking water container will be emptied and cleaned thoroughly.

Children will not have access to grey recycled water systems unless supervised. A discussion will be had with children that this water is not for consumption.

Hot water accessible to children will be maintained at the temperature of 43.5°C in education and care centres and below 50°C in FDC residences and all other buildings and will be monitored. In FDC homes, if the water is not regulated, the educator must be able to eliminate children becoming in contact with hot water; i.e. turning off the supply of hot water under the sink or an approved tap cover so the hot water cannot be turned on.

Water for pets at the setting must be changed regularly and only be accessible to children when supervised.

Boiling water is never to be carried around the service or in areas accessible to children.

Filtered water systems installed for access to clean drinking water must be serviced every twelve (12) months (centre-based only).

## **Excursions**

A risk assessment will be conducted prior to any excursions taking place. Particular attention will be focused upon water safety where the excursion is near a body of water. Please refer to the Excursions, Transport and Leaving Service Guiding Principle.

Excursions, where there are significant water hazards, should be avoided for early childhood children. School age children may participate in the Pool Survival Skills program.

The nominated supervisor/ FDC educator must ensure that the person in charge of any excursion where there is a significant water hazard has a current approved first aid

qualification and the knowledge and ability to implement a water safety procedure. A qualified life saver must be present at the excursion.

Children will have access to drinking water while on excursions.

A change of ratios may be considered to allow access to water-based activities – depending on risk assessment (school-aged care).

### **Pool/water feature safety (FDC)**

FDC educators who have a pool must ensure:

- a current full size CPR chart is displayed
- the bottom of the pool is visible
- the pool's self-locking gate is in good working order, is key locked whilst FDC children are in care and access to it is restricted at all times
- no climbing items are placed close to the pool fence for the children to climb on
- no outdoor furniture is outside
- pool filters are inaccessible to children
- pool chemicals are inaccessible to children
- the swimming pool has been registered on the online register at [www.swimmingpoolregister.nsw.gov.au](http://www.swimmingpoolregister.nsw.gov.au)
- ponds or garden water features are covered securely or enclosed by a barrier
- pool fences have current compliance certificates from Council
- pools and spas are inspected by council (fee applicable) and a certificate of compliance for the swimming pool/spa presented to the FDC office and kept current
- their pools, including inflatable swimming pools, comply with fencing laws (NSW Government, Fair Trading pool fencing requirements [fairtrading.nsw.gov.au/housing-and-property/building-and-renovating/pools-and-pool-safety/pool-fencing-requirements](http://fairtrading.nsw.gov.au/housing-and-property/building-and-renovating/pools-and-pool-safety/pool-fencing-requirements))
- no-one, including educators' family and friends, use the pool whilst FDC service has registered children in care
- all paddling/wading pools and/or troughs used in water play etc, are fully supervised while in use and emptied immediately after use. Water should be emptied over gardens. Containers must then be stored away properly to prevent the collection of water
- any other water containers, buckets etc that may provide a water hazard are emptied to prevent a child drowning
- a first aid (CPR) trained person qualified in water safety is available and present at all times.
- a risk assessment on the pool must be completed yearly.

### **SunSmart**

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence.

Council's Education and Care Services will:

- ensure staff model and promote sun protection measures
- promote positive attitudes towards skin protection
- promote lifestyle practices that can help reduce the incidence of skin cancer
- ensure that all educators and children have the required resources and opportunity to protect their skin from the damaging effects of sun exposure,

by following the below sun protection strategies:

### **Outdoor activities**

Services will use a combination of sun protection measures whenever UV Index levels reach 3 and above. This will include:

- sun protection being required at all times from October to March
- extra sun protection between 11am and 3pm and outdoor activities minimised during this period
- minimising outdoor activities reducing both the number of times (frequency) and the length of time (duration) children are outside. Centres that offer indoor/outdoor programs all day will monitor and encourage children to come indoors or play in shaded areas
- from April to September, outdoor activity can take place at any time, however if UV levels reach 3 or above, sun protection is required
- children 0-5 years keeping their hats on at all times whilst outdoors to avoid confusion for the young children.

All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered through our risk assessments when planning excursions and activities. The UV levels can be checked daily in the local area at SunSmart UV Alert [www.sunsmart.com.au/uv-sun-protection/uv/uv-widget](http://www.sunsmart.com.au/uv-sun-protection/uv/uv-widget).

Services and FDC Educators will complete the daily UV Index Record (attached) and check before play times as UV changes.

### **Vitamin D**

Our services aim to balance sun exposure to maintain adequate Vitamin D levels. Vitamin D is produced when the skin is exposed to UV radiation and is necessary for the development and maintenance of healthy bones and muscles.

To have sufficient exposure for Vitamin D, 15% of skin needs to be exposed. Short bursts of sun exposure (outside of peak UV times) are better for making Vitamin D.

If there are any concerns at all about specific Vitamin D risks or needs, the family doctor should be consulted.

### **Shade**

All outdoor activities will be planned to occur in shaded areas. Play activities will be set up in the shade and moved throughout the day to take advantage of shade patterns.

The service will provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade. Regular shade assessments will be conducted to monitor existing shade structures and assist in planning for additional shade.

Cancer Council NSW recommends that children under the age of 12 months are not exposed to direct sunlight. When outside, children under 12 months will stay in shaded areas and wear protective clothing.

## **Hats**

Children are required to wear sun safe hats that protect their face, neck and ears. No hat should be worn if it has a strap or cord which could be a choking hazard.

Sun safe hats are:

- legionnaire hat
- bucket hat with a deep crown and brim size of at least 5cm
- broad brimmed hat with a brim size of at least 6cm.

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended to be worn at Council's education and care services.

Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or can be provided with a spare hat.

Hats should not be shared amongst the children in care unless they have been washed after each use.

Educators are required to wear a broad brimmed hat (minimum 7.5cm brim) which is supplied by Council (refer to Educators Professional Development and Standards Guiding Principle).

## **Clothing**

When outdoors, educators are to wear their uniform and FDC educators and children will wear sun safe clothing that covers as much of the skin as possible (especially the shoulders, back and stomach). This includes wearing:

- loose fitting shirts and dresses with sleeves and collars or covered neckline
- longer style skirts, shorts and trousers.

Educators may wear their uniform without a collar provided they apply sunscreen to their neck and chest and wear a wide brimmed hat.

Children who are not wearing sun safe clothing can be provided with spare clothing.

Please note: midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

## **Sunscreen**

Children and educators will wear sunscreen when UV Index levels reach 3 and above and will adhere to the sun protection measures referred to above for all outdoor activities.

To provide maximum protection a broad spectrum water-resistant sunscreen with a sun protection factor (SPF) of 30+ or higher will be supplied by the service and applied to children aged 1-5 years. Children 5-13 years can apply their own sunscreen, however the application will be closely monitored and support offered. Sunscreen will be applied 20 minutes before outside playtime or outdoor excursions and will be reapplied every two hours if remaining outside.

Apply sunscreen according to the instructions on the container.

Ensure hygiene by applying sunscreen with a tissue/cotton squares - one for each child.

When developmentally appropriate; children should be encouraged to apply sunscreen themselves after washing their hands.

If a child has an allergy to the service's sunscreen, then low allergy sunscreen is to be provided by the family, labelled and used only for that child.

Families will apply sunscreen on arrival after 9:00am (not including FDC).

Educators will check all children have sunscreen and reapply throughout the day.

Sunscreen is stored in a cool, dry place and the use-by date monitored. Use-by date is also to be monitored on the sunscreen in the evacuation bag.

### **Role modelling**

Educators and staff will act as role models and demonstrate sun safe behaviour by:

- wearing a sun safe hat (see section on hats)
- wearing sun safe clothing (see section on clothing)
- applying SPF30+ or higher broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
- using and promoting shade
- wearing sunglasses that meet the Australian Standard 1067 (optional).

Families and visitors are encouraged to role model positive sun safe behaviour.

### **Education and information**

Council's Education and Care Services aim to take a sensible approach to sun protection within its services and empower children to take responsibility for their own health and well-being.

Sun protection will be incorporated regularly into learning programs.

Sun protection information will be promoted to all educators, families and visitors.

Educators and families will be informed of this guiding principle in the educator's induction and children's enrolment when starting at the service.

Children will have access to drinking water at all times.

Educators will encourage and praise children for wearing hats and other skin protective behaviour.

Children 0-5 years keep their hats on outdoors at all times to avoid any confusion for the young children.

Further information is available from the Cancer Council website  
[www.cancercouncil.com.au/cancer-prevention/sun-protection](http://www.cancercouncil.com.au/cancer-prevention/sun-protection).

### **OOSH services – Collaboration with children**

Children will be provided with opportunities to take leadership roles in managing sun protection.

Children will be encouraged to access the internet/newspaper to check the UV ratings for the times when UV index will be 3 or above.

Opportunities for children to set alarms, for when UV index increases above or drops below 3, will be provided and children assigned duties regarding UV reminders, hat reminders and management of sunscreen.

OOSH children will be reminded that they can remove their hats when the UV index falls below 3.

### **Families**

When enrolling a child, families will be asked to:

- inform the child of their responsibility to wear his or her hat and to apply or have sunscreen applied
- direct the child to play in shaded areas
- dress the child in protective clothing such as loose fitting shirts or dresses with collars and sleeves that cover the shoulders and chest, longer style trousers, skirts and shorts and closely woven fabrics. Midriff and singlet tops are not appropriate. Sunglasses are recommended
- apply child's sunscreen in the morning if arriving at the service after 9:00am (not including FDC)
- talk about skin protection at home
- be a role model by wearing hats and sunscreen
- read this SunSmart section of this guiding principle.

### **Animals in the environment**

Educators are to encourage children to foster an understanding and respect for the natural environment. Interacting and learning to care for animals can be a valuable part of a child's learning.

Families are to be informed of any pets or animals at a service or an FDC educator's home prior to enrolling their child. If a new animal is to be introduced into the service environment e.g. lizard, stick insect, bird, the service must give 14 days' notice to families. Animals in the educator's environments are checked and recorded on the educator's home safety audit.

Animals and birds visiting the services as part of the children's program are the responsibility of the owner(s). The educators will ensure the environment remains safe and hygienic at all times during the visit. A generic risk assessment must be completed and approved [[Reg 116\(1\) & \(2\)\(e\)](#)].

All outdoor play areas must be cleaned of animal excrement/droppings on a daily basis and prior to children arriving into care and more often if necessary.

Gloves must always be worn when handling animal faeces, emptying litter trays and cleaning cages. Place faeces and litter in a plastic bag and put in garbage.

Educators and children must thoroughly wash their hands with soap and water after handling any pet/animal or accessories.

All sandpits must be kept covered when not in use to ensure animals do not have access.

All pet cages and the surrounding areas must be kept clean especially when birds and animals scatter husks, excess food and dirt out of the cage.

The floor of the bird cage must be wet before cleaning it to avoid inhalation of powdered dry bird faeces.

Fish and fish tanks can harbour germs. Do not use bare hands to reach into a fish tank, wear gloves or use a net. Never clean a fish tank in the food preparation area – use the laundry sink for cleaning and disposal of aquarium water.

Fish tank lids must be closed securely and have child proof locks to prevent children from accessing fish or becoming a drowning hazard.

Children should not assist in the cleaning of bird cages, fish tanks or other animal cages or pens.

If an animal, insect or bird is potentially dangerous to the child safe environment, such as a spider, educators will contact an appropriate authority for assistance. In NSW this authority is the National Parks and Wildlife Service – 1300 361 967. At no time is the potentially dangerous animal, bird or insect to be approached. In respect to an angry dog Council's rangers should be contacted.

## **FDC**

FDC educators must:

- notify CCFDC Coordination Unit and families in writing before acquiring a new pet
- discuss any allergies/phobias or fears about animals with families at initial interview and/or prior to obtaining a new pet
- ensure animals are inaccessible to children in care, unless under DIRECT SUPERVISION by educators as an occasional activity e.g. brushing dog, water for birds or chickens, bottle feeding a lamb
- ensure barriers are safe enough to prevent children placing hands and fingers through to the area where there are animals
- isolate all pet bowls/water bowls/food/litter boxes and pet toys from children in care
- ensure pets in educators' homes are clean, well-cared for, regularly wormed, immunised and be free of fleas and disease

- ensure no animal travels in a car with FDC children
- must ensure that animals **DO NOT** have access to the following:
  - bedding used by children
  - toys or play equipment used by children
  - food preparation areas
  - eating surfaces
  - eating utensils.

## **Sharps safety**

Each service has been provided with a set of pick up tongs, leather gloves and two yellow disposable sharps containers. These are to be used by service educators to ensure the safe handling of sharps/syringes. Educators are to be made aware of and follow the below procedures (centre based only).

Should sharps be found in the homes of FDC educators, the educator must contact the FDC office to remove the sharps. Educators are also to remove children from the area immediately.

The first aid officer is to ensure there are always tongs, leather gloves and a disposable sharps container on the premises. These items are available from Council's depot stores (centre based) and disposable sharps container from chemist (Cincotta).

Educators are to use a rake and the tongs to check areas where they do not have clear vision (i.e. in plants, under equipment, piles of leaves near fence lines etc.).

### **If a syringe is located**

All educators who may come into contact with sharps objects must apply the following methods for safe handling:

- Regard all found sharps objects as potentially infectious.
- Educators must wear leather gloves and take sharps container outdoors whilst completing outdoor check.
- Do not walk long distances with a sharps object.
- The syringe is to be placed directly in the sharps container. Place the sharp end first i.e. pointing it away from the body.
- Drop the sharp into the container rather than push it in. Do NOT place your hand inside the sharps container. Ensure the sharps container is properly closed.
- If the syringe is in an inaccessible place or is difficult to pick up, Council's ordinance inspector is to be contacted to retrieve the syringe, phone 8757 9000. In this case, the children must not be permitted in the playground until the syringe has been removed.
- The container (holding the syringe) is to be placed in a locked cupboard and the educator is to inform the centre director immediately. The centre director must then take to Cincotta chemist to exchange with a new container. A credit card can be used for payment with the consent of an Education and Care Coordinator.
- The service is to have 2 sharps containers, 1 container marked diabetes that is replaced when they are 75% full or at manufacturer's instructions and the other is for sharps that are onsite that needs to be replaced after every syringe (centre-based).

### **In the event of a needle stick injury**

- Retain the sharp for testing (use tongs, brush and pan etc NOT hands).
- Encourage the wound to bleed by squeezing or pinching the skin around the wound for approximately one minute.
- Thoroughly wash affected area with soap and water then apply an antiseptic wipe over the area and dress with a band aid.
- Report the injury to your supervisor and seek medical attention as soon as possible.
- Arrange counselling if educators require this service.

### **First aid**

An educator with a current first aid certificate must always be available to administer first aid to injured children.

A first aid kit will be maintained by the first aid officer/FDC educator and located so it is easily accessible to the outdoor area.

Bloodied materials (e.g. tissues, cotton wool, bandaging) will be disposed of in sanitary bins (centre-based). Bloodied materials to be double bagged and inaccessible to children (FDC).

All medication needs to be in a child proof container in a locked cupboard or locked container in the fridge. The exceptions are epipens and asthma medication which must be accessible to educators at all times.

Epipen expiry dates will be checked monthly as part of the first aid officer's/ FDC educator's duties. When close to expiring, educators are to inform parents.

Refer to [First Aid](#) Guiding Principle for further information.

### **Children's clothing**

The physical needs of all children in care will be catered for and individual cultural differences will be respected.

Children will be clothed in appropriate clothing:

- according to the weather
- to ensure they feel comfortable and relaxed in their play
- which will allow for safe play for themselves and others
- which meet sun protection standards.

Sun safe hats that protect the face, neck and ears are to be worn by children in accordance with the SunSmart requirements above. Hats with straps and cords that may cause a choking hazard must not be worn.

Children's independence and self-help skills will be encouraged in relation to clothing.

Nominated supervisors and FDC educators should discuss clothing requirements with families at the enrolment visit.

Children to bring spare clothes every day (both summer and winter). All clothes are to be labelled clearly with child's name. FDC educators are to pack spare clothes for children on outings and at play sessions.

Children to be dressed in comfortable and appropriate play clothes. Warm clothes for outside play in colder months and clothes that are appropriate for sun protection in accordance with SunSmart procedures above; e.g. no midriff or singlet tops. Clothing needs to cover shoulders, back, stomach and upper arms.

Belts and braces are to be avoided as these can make toileting difficult for the child.

Children are to wear practical clothes for toilet training and nappy changing i.e. easy to slip on/off.

Families are encouraged not to send children to care in shirts or jumpers that have hoods with cords, necklaces, drop earrings, headbands, scarves and hats that may get caught and cause a choking hazard.

If children wear necklaces or teething bands, they will be removed at rest time and replaced when woken.

Educators are to be aware of any clothing items that could be potentially unsafe for the child during an activity and remove the item.

Children are to have long hair tied back. Hair tied back allows for more comfortable and safe play as it is not in child's face. Tied back hair also reduces the risk of head lice spreading from child to child.

Children with earrings and body piercing are encouraged to wear studs. Children's fingers may catch in sleepers and cause accidents.

Safe footwear is required for play experiences, climbing and running. Children are encouraged to wear sneakers and shoes with toe and heel cover and shoes with non-slip soles. For safety reasons children are not to wear thongs or slip-on shoes without toe or heel cover.

Children will be encouraged to be independent with their clothing depending on age and development stage e.g. putting shoes and socks on, taking jumper off etc.

Children are to keep their shoes on during colder months whilst playing outdoors. OOSH children are to keep shoes on at all times when playing outdoors.

Children will be dressed according to temperature in the room or outside depending on play area.

Individual cultural preferences and family wishes will be respected and discussions will occur between educators and family to ensure the child's needs are met.

Services are to keep a supply of clothing for weather changes and toileting accidents.

While sleeping and resting children are to wear appropriate clothing to ensure they are comfortable and safe as recommended by Red Nose. For clothing requirements during sleep/rest refer to Sleep / Rest section below.

## **Disposing/returning soiled clothes**

- Families are asked to provide spare underwear for children who are in the process of being toilet trained.
- Centres have new unworn underwear which are to be used as spares at the services, if and when needed. Once underwear has been worn by a child, they are not to be returned to the centre.
- Educators are not to wash soiled underwear. Excess faeces to be deposited in the toilet and the underwear then bagged. They are to be bagged and stored inaccessible to children and given to parents at pick up time.
- Throwing away underwear if a child has soiled themselves will be at the discretion of the nominated supervisor or family.
- Families will be informed of this with first discussions of toilet training.

## **Sleep / Rest**

Educators must:

- have an adequate number of cots, beds, stretchers or sleeping mats (made of washable material) or other culturally appropriate forms of bedding for all children who sleep or require a rest whilst in care
- ensure that there is a quiet place for each child to sleep/rest at any time of the day
- ensure cots comply with the Australian Standard [AS/NZS 2172:2013](#)
- ensure portable cots must comply with [AS/NZS 2195:2010](#)
- check mattresses are firm, clean and well fitting
- ensure cots are kept away from any cords hanging from blinds, curtains and electrical appliances
- ensure that bed clothing is appropriate to the climate, kept clean and in good condition
- ensure individual bed linen and blankets for each child is available and is clean and in good repair. NB: Bed linen must be washed a minimum of once a week and before used by another child
- follow their service's centre specific Work Procedure Schedule for cleaning beds and cots and changing bed linen
- use judgement and discretion when placing beds in the environment to ensure cross infection between children is minimised; e.g. ensuring beds are set up in a head to toe position
- place all cots, beds and other bedding in a way that will allow easy access for children and educators
- ensure safe baby sleeping bags have fitted neck and armholes with no hood and is the correct size for the baby
- take care to ensure babies do not overheat while sleeping by:
  - checking appropriate clothing for sleeping is worn in cots
  - ensuring there are no hoods, cords, bibs, tight clothing, necklaces, teething beads or dummy chains
  - ensuring light clothing is worn during sleep

- If babies are wrapped, checking the wrapping is equal to a layer of clothing
- monitoring temperature of room
- using cotton blankets when necessary
- ensuring cot bumpers, quilts and pillows are not used in cots
- ensure toys and activity centres are not placed in cots whilst the baby is sleeping, including security items such as blankets, rugs or soft animals
- check dummies for wear and tear and ensure they are not tied or pinned on clothing or bedding
- remove any necklaces and clothing with hoods from children before sleep
- supervise sleeping children at all times and remain within hearing range of the sleeping child/ren
- ensure the sides of the cot are up at all times whilst a child is in the cot
- follow correct hazardous manual tasks procedure when lifting babies in and out of cots
- ensure babies are not put to sleep in a cot with a bottle.

Educators must physically check the cot room/ bedroom every 10 minutes when children are asleep and sign the Cot Room Checklist (attached) each time in the appropriate place. When conducting physical checks, educators are to ensure the child is breathing by watching the rise and fall of the child's chest and check the colour of the child's skin and lips and position in cot/ bed. Checks should not be conducted through a window. Please note: time checks may be reduced even further. This decision will be based on a thorough risk assessment. Consideration must be given to children with medical conditions, other health risks, environmental factors, location and design of the sleep space, the age of the children, and any other factors.

Cots are to be made according to Red Nose guidelines (i.e. baby sleeps at bottom of cot). Cots are made up in this particular way so as to ensure the feet of the baby are at the base of the bed. This can help stop the baby from becoming too hot or becoming completely covered by bedclothes. The poster '[Making up baby's cot](#)' must be displayed in the sleep room/location.

A CPR emergency chart and a Safe Sleeping chart must be displayed in sleep area of educators' homes and in the cot room at services.

Babies are to be put to sleep on their backs, not on their stomachs or sides (although they could roll over in their sleep to another position). If a medical condition exists that prevents a baby from being placed on their back or if a family's beliefs and practices conflict with Red Nose, we will not endorse an alternative practice unless we are provided with written advice from a medical practitioner.

Children should be lightly covered when put to sleep.

Educators will consult with families and work out a suitable sleep or rest routine for each child in care. Young babies may need a morning and afternoon sleep while an older child may only need to rest in the afternoon. Cultural differences in relation to sleeping should be respected.

Children must be secured in their prams correctly at all times. A baby who falls asleep in a pram must be placed in their cot/bed.

Children are not to be put to sleep on lounges or on the floor. All children are to sleep in a cot, bed, stretcher or sleeping mat.

Children will be changed or toileted before going to sleep and when they wake up. Nappy changes will also occur at routine times and when needed.

All children will be given the opportunity to sleep or rest, according to their needs. Educators need to monitor changes in individual children's sleep patterns. Children will not be forced to sleep, nor will they be kept awake if they wish to sleep.

Encourage children to rest their bodies and minds for 20-30 minutes. If children are awake after this time, they will be provided quiet activities for the duration of rest time.

Educators where possible will work in partnership with families to support each child's sleep plan and self-settling skills. Educators to consult with families for strategies used at home that may assist to settle a child to sleep.

Children are not to be left in cots or beds for extended periods after waking.

For overnight care at a FDC educator's residence, the (CCFDC) Relocation, Overnight & Emergency Care Guiding Principle must be referred and adhered to.

At no time is a child under 5 years of age to sleep or rest in the same room as an adult or school aged child (FDC).

Bedroom/sleep area door must be open at all times (FDC only).

A smoke-free and illicit drug free environment must be maintained.

All services will use a baby monitor for children under the age of two (centre-based). Baby monitors are used in FDC homes for overnight care only. These must be switched on and used anytime a child under two is asleep. This does not replace physical checks of the cot room.

## **Wrapping**

Infant wrapping is a safe and effective strategy that can be used to help babies sleep on their back during the first 6 months of life.

When wrapping:

- infant must be placed on their back
- infant's face and head must not be covered
- wrap should be firm but not tight
- infant must not be over dressed under the wrap
- wrap should be of muslin or light cotton material.

Discontinue wrapping when baby can roll from back to tummy to back again during play (usually 4-6 months).

## **Visitors and contractors**

Visitors and contractors include, but are not limited to students, council employees and elected officials, performers, grandparents, fire and rescue visits, police visits, maintenance contractors and any external person that requires access to the centre.

Centre staff, children and their parent/guardian sign into the centre through SmartCentral and the staff sign in/out register.

A Visitors/Contractors' Record Sheet is kept at each service in the parent sign in/ out area and must be completed every time a visitor enters the premises. The record must include the name of the visitor/contractor, contact details, time of the visit, reason for visit and their signature.

Visitors must be accompanied by an educator at all times on arrival.

When an educator answers the door to a visitor/contractor they must:

- ask for their name and some form of photo identification and ascertain if they have an appointment
- if they have a direct appointment:
  - request them to sign in on the visitor's sheet and then check the entry
  - complete a Low Risk Induction form
  - ensure they sign out when leaving the service
- if the visitor/contractor does not have an appointment, ascertain the following (centre based only):
  - Was a request made for Council depot staff/workmen, tradespeople to attend to complete maintenance? If yes:
    - the contractor must sign the book and show identification
    - the educator must follow Cumberland City Council's Managing Contractors Policy prior to a contractor carrying out any works which includes conducting an onsite induction and completing the Low Risk Induction form
  - If we did not request or have not been informed of the visitor/ contractor, **do not let them in**. They must make an appointment to see the nominated supervisor. Their business card can be obtained and the Manager Children, Youth & Families notified if there are any concerns Ph: 8757 9725 / 0419 632 325.
  - Is it a prospective client? If yes the nominated supervisor may wish to attend to the enquiry. If not then the prospective client should be given a business card and waiting list details and asked to phone the nominated supervisor to make an appointment. Different services may have delegated authority and therefore another educator may attend to the enquiry.
  - If any other Council employee has scheduled work at the service the educator will contact the Manager Children, Youth & Families. The contractor must make an appointment with the nominated supervisor and an email from the Manager, Children, Youth & Families will be sent to the service to approve the visit.
  - If the person is not a Council employee; i.e. Union Representative, they must make an appointment with the nominated supervisor.

When a visitor is a grandparent (i.e. grandparents' day) or other invited visitor, an educator must complete a risk assessment. The details recorded as per the risk assessment and the attendance list of the grandparents will be a part of the risk assessment.

**Note:** Parental permission notes are not required

Prior to a performer visiting the centre, parents will be notified in advance of the scheduled performance via Kindyhub and have the opportunity to discuss any concerns with the service. Parent must advise the service if they do not want their child to participate.

**Note:** Parents have the right to prohibit their child from attending the performance and the educator must arrange an alternate supervised experience for the child.

When the performer arrives at the centre, the educator must:

- obtain photo identification from the performer
- complete a risk assessment
- complete a Low Risk Induction form
- have the performer's Working With Children Check verified by either the Resource Management Coordinator, Children's Support Officer or Council's Human Resources department.

Children must not be left alone with visitors. All reasonable steps need to be taken to ensure a visitor is not left alone with children within the service.

If there is an evacuation, all persons on the premises must evacuate including visitors and contractors.

Any concerns with visitors or contractors are to be reported to the Education and Care Coordinator.

It is important to be polite but it is also important for visitors/contractors to make appointments so they can be given full attention when they visit. The educators in Education and Care services are carrying out specific duties and do not have the time to stop and attend to unscheduled visitors/ contractors.

When visitors' sheets are completed, they must be scanned and saved into ECM using the "EDC Operation & Staffing Not Casuals or Timesheets" Quick Add Profile (QAP).

When Education and Care staff/educators are visiting the Council administrative building, they must sign in and out of the Visitors/Contractors' Record Sheet for evacuation purposes. The Visitors/Contractors' Record Sheet is located in the staff sign in/out area.

## **FDC educators**

All visitors, including visiting family members not residing in the educator's home, are to sign in the FDC visitors' book ([Reg 165](#)).

A Working With Children Check is required for regulator visitors and visitors staying at the educator's residences for more than 3 weeks ([Regs 163 & 164](#)).

Visitors and other household members are not to be left alone with FDC children ([Reg 166](#)).

## **FDC educators' homes**

Section [116](#) of the Regulations outlines the requirements for the approved provider to conduct an assessment (and a risk assessment) of each proposed residence prior to education and care being provided to children, to ensure the health, safety and wellbeing of all children. An assessment (and a risk assessment) must be conducted at least annually, following the initial assessment.

Before the children come into care each day, educators need to complete daily safety checklist which includes; but is not limited to:

### **Indoors**

- FDC educator's front/security door to always be kept locked and keys accessible to educators but inaccessible to children.
- No trampolines, jumping castles or swing sets to be used by FDC children.
- Nappy area prepared for the day.
- All medications, vitamins and alcohol are in a high, childproof, locked cupboard.
- Dishwasher powder, cleaning agents and sharp knives are in a childproof, locked cupboard ensuring there are always two barriers.
- Power points are covered with safety plugs.
- Unregistered areas of the home must be inaccessible to FDC children.
- Heating/cooling guards are safe and secure.
- Stair barrier is fixed securely if more than 3 stairs at the top and bottom of the stairs.
- Bathroom is dry and products are stored out of reach. Chemicals must be behind two barriers.
- Pets isolated from children.
- Toys are washed, especially those that children put in their mouths.
- Ensure that correct handover procedures have taken place.
- Ensure children's lunches are taken from their bags and placed in the refrigerator.
- Educators will not provide food to the children unless provided by the parents.
- Educators will not cook food for children unless it is for reheating purposes using a microwave or kettle.
- Administration of medication forms are completed and medication stored appropriately (refer to Medical Conditions and Medication Guiding Principle).
- Educators are to be aware of any other potential risks in their home, minimise these risks and document on the daily safety checklist.
- A risk assessment is completed for each proposed FDC residence or venue considering available space, nappy/toileting facilities, water hazards, and animals.
- Any changes to the FDC home must be reported to the Approved Provider six (6) weeks prior to the changes being made including renovations, changes to residence/venue, or any other matter that will affect the education and care being provided to a child enrolled at the service.
- Any glazed area of the FDC home must comply with Section [117](#) of the Regulations (please refer to the regulation for specific requirements).

### **Outdoors**

- Children and educators are to put hats and sunscreen on before going outdoors.
- Pet's water and food containers are to be in an isolated area.
- Side gates are locked.

- Garages and garden sheds are isolated and locked.
- Yard is free of animal droppings, bones, food scraps and animal toys. Outdoor equipment is free of spiders, cobwebs and rubbish.

## **Safety education for children**

Children will be reminded through our program about stranger danger, child protection, road safety, bike safety, home safety, disability awareness and safe playing.

## **Attachments**

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## Related Legislation and Online Resources

- [Children \(Education and Care Services\) National Law \(NSW\)](#): Section [167](#)
- [Education and Care Services National Regulations](#): Sections [81](#), [99-103](#), [106](#), [114](#), [116](#), [163-166](#), [168](#), [169](#), [Part 4.2](#) and [Part 4.3](#)
- Australian Children's Education and Care Quality Authority (ACECQA), [National Quality Standards](#): Quality Areas 2, 3, 7.1.2 & 7.1.3
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2017](#)
- [Children's Guardian Act 2019](#): [Section 13\(c\)](#)
- [Swimming Pools Act 1992](#)
- Standards Australia:
  - [AS 4685.0:2017 - Playground equipment and surfacing](#)
  - [AS/NZS 3500.4:2018 - Plumbing and drainage](#)
  - [AS/NZS 2172:2013 - Cots for household use - Safety requirements](#)
  - [AS/NZS 2195:2010 Amd 2:2015 - Folding cots - Safety requirements](#)
- [NSW Department of Health](#)
- [National Health and Medical Research Council](#):
  - [Staying Healthy - Preventing infectious diseases in early childhood education and care services \(5th Edition\)](#)
- Australian Government Department of Education, Skills and Employment - [My Time, Our Place: Framework for School Age Care in Australia](#) (MTOP): Outcomes 4 and 5
- [National Parks and Wildlife Service](#)
- [Community Early Learning Australia](#)
- [Kidsafe NSW Inc](#):
  - [Pool and water safety](#)
  - [Grow Me Safely – Plants to avoid](#)
  - [Kidsafe Family Day Care Safety Guidelines](#) (7<sup>th</sup> Edition 2020)
- Water wise tips [sydneywater.com.au/SW/your-home/using-water-wisely/water-wise-tips](http://sydneywater.com.au/SW/your-home/using-water-wisely/water-wise-tips)
- [Act on Purpose: Mindfulness Activities for Young Children](#)
- [Cancer Council NSW](#):
  - [Protect your child's skin](#)
- [SunSmart](#) Info Line: 02 9334 1761 / email [sunsmartchildcare@nswcc.org.au](mailto:sunsmartchildcare@nswcc.org.au)
- [United Nations – Rights of a Child](#)
- [Red Nose](#):
  - [Safe Sleeping](#)
  - [Making up baby's cot](#)

### Related Documents and Council Policies

- Cumberland City Council's:
  - Work Health and Safety Policy Statement (July 2018)
  - Chemical Handling - Safe Work Method Statement
  - Working with Sharps - Safe Work Method Statement
  - Sun Protection at Work Procedure
  - Managing Contractors
  - [Child Protection Policy](#)
  - [Annual Home Safety Audit](#)
  - [Maintenance Contractors](#)
- Education and Care Guiding Principles:
  - [Accident, Incident and Trauma](#)
  - [\(CCFDC\) Relocation, Overnight and Emergency Care](#)
  - [\(CCFDC\) Monitoring, Support and Supervision of FDC Educators](#)
  - [Cleanliness and Hygienic Practices](#)
  - [Educators Professional Development and Standards](#)
  - [Excursions, Transport and Leaving Service](#)
  - [First Aid](#)
  - [Immunisation, Infectious Diseases & Illness Exclusion](#)
  - [Medical Conditions and Medication](#)
  - [Supervision and Interaction](#)
- Education and Care Work Procedures:
  - Hazardous Manual Tasks Procedure
  - Centre specific WPS for changing and washing bed linen and cleaning beds

### Authorisation & Version Control

Guiding Principle owner      *Manager Children, Youth and Families*  
 Authorised by                      *Education and Care Leadership Team*  
 ECM no.                                  *8387454*  
 Implementation date              *March 2022*

Amended page(s)	Action/Amendment description	Approved by and date
5	Additional point added to safe environments regarding entrapments	CCFDC Centre Director 3/3/22 & Education and Care Coordinator 8/3/22
3, 6	Specifying centre-based only points (does not apply to FDC)	
9	A risk assessment on pools to be done annually	
11	Hats are not to be shared amongst children unless washed	
23	Educators are not to cook or provide food to children	



# EDUCATION AND CARE

## Generic Risk Assessment

Risk assessments are to be completed every 12 months on each task/activity or as additional risks are identified

Identify the activity	Location	Who may be at risk?			
Identify the benefits of the task/activity					
Identify hazards, risks and rate the risks					
Tasks (Divide the activity into tasks)	Hazards (identify the hazards and associated risks for each task)	Risks (List risk controls already in place)	Risk rating (Determine a risk rating using Risk Assessment Matrix below)	Elimination/control measures/actions	

*Ensure all columns are completed*

<b>Risk assessment prepared by</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Nominated Supervisor</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Education and Care Coordinator</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs			

## Educator Declaration

I have read and understood the risk assessment and agree to carry out the activity in accordance with the document to ensure the children's safety and wellbeing is maintained at all times.

Name	Signature	Date	Name	Signature	Date



CUMBERLAND  
CITY COUNCIL

# INDOOR CHECKLIST

## Centre-based Care

All services must complete this indoor checklist each morning upon arrival and each afternoon. Also, when the service is visiting a shared area such as school hall or library. Additionally, the checklist must be completed when the service recommences a session after the area has been shared with others such as playgroup or school group.

Centre: ..... Week ending: .....

TASK	Monday		Tuesday		Wednesday		Thursday		Friday	
	am	pm	am	pm	am	pm	am	pm	am	pm
Check cleaning has been done the previous night and note any issues in cleaner's communication book										
Ensure that the premises are clean and tidy. Remove all rubbish and ensure doorways/ fire exits are not obstructed										
Identify and remove slip, trip hazards from the floor to minimise the possibility of trips and falls										
First aid kits are sufficient, readily accessible, inspected and stocked										
Check toilets, inside and surrounding area. Ensure that they are maintained in a healthy and safe condition and are clean and well stocked with soap and hand drying facilities available										
Chemicals are labelled and cleaning agents are stored in a locked cupboard e.g. dishwashing powder										
Inaccessible areas are made secure										
Emergency procedures are displayed including CPR charts, telephone numbers of emergency services and exit routes clearly labelled										
Cold drinking water is readily available										
Blind cords secure										
Broken equipment removed and reported										
Choking hazard removed for younger children										
Emergency bag in correct area as per evacuation plan										
Exit light working										
Gate barriers closed										
Power point covers in power points										
Supply of gloves, tissues topped up										
Supply of current date sunscreen available										
<b>END OF DAY CHECK</b> - Ensure there are no children/adults on the premises – to be checked by the last staff member to leave										
Print initials of educator completing check										
Sign initial of educator										

Any action required reported to Nominated Supervisor? Yes  No

Nominated Supervisor signature: ..... Date: .....

Comments: .....

.....



CUMBERLAND  
CITY COUNCIL

# OUTDOOR CHECKLIST

## Centre-based Care

This checklist must be completed each morning upon arrival and each afternoon. The checklist must also be completed when the service recommences a session after the area has been shared with others; e.g. playgroup or school group.

Centre: ..... Week ending: .....

TASK	Monday		Tuesday		Wednesday		Thursday		Friday	
	am	pm	am	pm	am	pm	am	pm	am	pm
Check blower for wear and tear before use. Rake sand, blow around edges										
Check sandpit for glass, syringes, spiders/webs, stones, rubbish, faeces										
Sand (turned over monthly to aerate)										
Remove slip hazards on pavers (sand)										
Check loose nails and parts on shade structure										
Walk perimeter of playground, check for holes, gaps, loose parts, panels and faeces										
Check equipment, parts, damage, chains, rust, splinters, nails, spider webs, bee/wasp nests & insects										
Rake gardens, if appropriate, check depth of bark										
Check for syringes, glass, rubbish, weeds, spiders, insects, splinters, nails										
Check soft fall for wear and tear										
Remove and report damaged equipment										
Shade cloth - check for wear and tear										
Check temperature soft fall by hand to ensure safety (heat)										
Gates locked and in working order										
Doorways not obstructed										
Check and remove rubbish										
Check for trip hazards, noxious weeds and plants										
Check pavers for trip hazards										
Check outdoor mats are set up to minimise trip hazards in walkways										
Check trees and branches (any protruding)										
Check for vandalism										
Water hazard which may have created overnight have been emptied										
First aid kit outside and fully stocked										
Emergency procedures are displayed, including CPR charts & evacuation charts										
Fire Safety – ensure hose reel and trigger nozzle are connected to the tap and are in good working order										
Check drinking water is available										
<b>OOSH only</b>										
Check toilets and surrounding area										
If using school equipment, check structure, parts for damage, wear and tear										
Check entry/exit of school grounds/OOSH (pathways) to ensure no hazards for children being transported or any emergency										
Print initials of educator completing check Sign initial of educator										

Any action required reported to Nominated Supervisor? Yes  No

Nominated Supervisor signature: ..... Date: .....

Comments: .....



CUMBERLAND CITY COUNCIL

# INDOOR / OUTDOOR CHECKLIST

## Playsession - Family Day Care

Each educator must complete this checklist each morning **prior** to children coming into care

Educator:..... Week ending: .....

Task	Tuesday	Wednesday	Thursday
Gates locked and in good working order *Entrance gate is locked with key on hook *Outside gate near bins is key locked			
Doorways not obstructed			
Large chairs are stacked away			
Check for small toys, parts etc & choke hazards from equipment			
Safety plugs in power points			
Latches are on all toilet doors and two indoor storerooms			
Check toilets and nappy change area – ensure adequate soap, paper towel, wipes etc			
Playsession office door is key locked			
Laundry, kitchen and storeroom door in hallway are locked			
Cleaning products are locked away			
Exit pathways are cleared of clutter			
Check outside play area for glass, syringes, spider/webs, stones, rubbish, and faeces			
Fire safety - ensure hose reel and trigger are connected to the tap and are in good working order			
Water hazards that have been created overnight have been emptied, including bird bath			
Shade cloth is intact			
Check for vandalism			
Check equipment for loose parts, splinters, spiders, nails etc			
Walk perimeter of fence - checking for gaps, loose parts etc			
Rake sand and check for glass, syringes, spiders, stones, rubbish, faeces etc			
Remove slip hazards on veranda; e.g. sand			
Check soft fall for wear and tear			
Emergency procedures are displayed including CPR and evacuation charts			
Emergency bag is in position			
Check drinking water is available			
<b>Staff member signature:</b>			

General maintenance comments: .....

Any action required: .....

Staff member completing checklist: .....

Coordinator's signature:..... Date: .....



CUMBERLAND  
CITY COUNCIL

# FDC EDUCATORS

## Individual Daily Safety Audit Sheet

List below any identified hazards that are specific to your work environment.  
Fill in the fortnightly sheet attached, checking each area for the identified hazard on a daily basis.

Educator's name: .....

	Registered area	Identified hazard
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		





CUMBERLAND CITY COUNCIL

# COT ROOM CHECKLIST

Service: ..... Week ending: .....

Time	Mon	Tue	Wed	Thu	Fri
6.00am					
6.10am					
6.20am					
6.30am					
6.40am					
6.50am					
7.00am					
7.10am					
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6.00pm					



CUMBERLAND CITY COUNCIL

# SLEEP SUPERVISION CHECKLIST

## Family Day Care

Educator's name: ..... Week ending:.....

Full names of children in care: .....

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7.00am							
7.10am							
7.20am							
7.30am							
7.40am							
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7.00pm							



# UV INDEX RECORD

Services will use a combination of sun protection measures whenever **UV Index levels reach 3 and above**. All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered through our risk assessments when planning excursions and activities. The UV levels can be checked daily in the local area at SunSmart UV Alert [www.cancercouncil.com.au/uv-alert-widget](http://www.cancercouncil.com.au/uv-alert-widget). Please record the UV Alert times and Max UV Index below.

Centre/Educator name: ..... Month: ..... Year:.....

Date	UV Alert between (record times)	Max UV Index	UV Index check (am)	Educator's initials	UV Index check (pm)	Educator's initials
1						
2						
3						
4						
5						
6						
7						
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31						

UV INDEX

**11+ EXTREME**  
**Extra protection.**  
 Avoid being outside during midday hours. Seek shade. Shirt, sunscreen and hat are a must.

**8-10 VERY HIGH**  
**Extra protection.**  
 Avoid being outside during midday hours. Seek shade. Shirt, sunscreen and hat are a must.

**6-7 HIGH**  
**Protection required.**  
 Seek shade during midday hours. Slip on a shirt, slip on sunscreen and slap on a hat.

**3-5 MODERATE**  
**Protection required.**  
 Seek shade during midday hours. Slip on a shirt, slip on sunscreen and slap on a hat.

**1-2 LOW**  
**No protection required.**  
 Most people can safely stay outside.



# Visitors/Contractors' Record Sheet

Service name: \_\_\_\_\_

**Visitors/Contractors:** You must accurately record your visit to our service. Please complete your first and last name, the company you work for or your personal address, phone contact and the purpose of your visit.

Date	Time in	Name	Company name / personal address	Mobile	Purpose of visit	Signature	Time out	WHS induction/ educator's initials

*Regulation [166\(2\)](#): A family day care educator must not leave a child being educated and cared for by the educator at a family day care residence or approved family day care venue as part of a family day care service with a visitor to the residence or venue. Penalty: \$2,000.*

**Privacy Collection notice:** Council is required to comply with the Information Protection Principles (IPPs) in the Privacy and Personal Information Act 1998 (PPIP Act). Any personal information provided is collected for the purposes of tracking entrants to Council's facility during the Covid-19 period, in accordance with best practice directives of the NSW Government. This information may be provided to another government body or authority in the instance that a Covid-19 case is confirmed in this location, to assist in limiting the spread of Covid-19.



CUMBERLAND  
CITY COUNCIL

# EDUCATION AND CARE

## Service-based – Workshop Risk Assessment

*Risk assessments are to be completed for each workshop every 12 months  
If the workshop is booked again within the 12 month period, please complete a reassessment form  
to identify any changes to the performance/workshop that may have been made since it was last booked*

### Due dates for risk assessment forms

Please ensure that you return completed forms to your Education and Care Coordinator by:

**School Holiday Care Program:** week 5 of every term

**Other services:** 3 weeks prior to excursion

Workshop details				
Name of company		Date of workshop		
Company contact person		Contact number		
Proposed start and finish times		Is this a routine workshop? Yes <input type="checkbox"/> No <input type="checkbox"/> Frequency: <i>*at least monthly</i>		
Proposed activities		Water hazards? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, detail in risk assessment below		
Location of workshop set-up				
What equipment/resources will the workshop bring into the environment				
What equipment/resources does the Centre need to provide				
Name of workshop coordinator		Contact no. of workshop coordinator	(W)	(M)
No. of children attending workshop		No. of educators/ parents/ volunteers		

Area	Yes	No	N/A	Comment / follow up action required
All portable electrical equipment has been tested and tagged, including electrical leads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test date:
All electrical equipment and leads are placed in safe locations and protected so they do not cause a trip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All leads, plugs, electrical equipment etc are protected from the weather and hazards such as water and other liquid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manual handling tasks may be required to cater to this workshop, which includes ensuring appropriate space and suitable ground surface for each activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*\*If no, ensure risk is identified in the table below\**

## Risk Assessment

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures/actions	Who	When
	Slips, trips or falls		<ul style="list-style-type: none"> <li>Assess the area prior to children coming in for the workshop</li> <li>Clean up any water spills immediately</li> <li>Tape down any electrical cords to cover them with a mat</li> <li>Station an educator near a hazard if it cannot be eliminated</li> </ul>		
	Equipment brought into the environment		<ul style="list-style-type: none"> <li>Discussions had with children about any risk associated with the equipment</li> <li>Ask the workshop presenter if there are any things that need to be considered etc</li> </ul>		
	Children fearful or unsure about the presenter		<ul style="list-style-type: none"> <li>Have educators sit with children who are upset to provide comfort</li> <li>Move the children away from the workshop if they are not wanting to participate</li> </ul>		
	Children absconding as equipment is brought into the centre		<ul style="list-style-type: none"> <li>Have an educator stationed near any doors where equipment is being delivered to ensure no child leaves the service</li> </ul>		

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures/actions	Who	When
	Children having a medical emergency or reaction to something bought into the environment		<ul style="list-style-type: none"> <li>Consider all equipment or items being bought into the environment and any risks they may pose to children attending on that day or at the centre across the week</li> <li>Alter staff to potential risks and put in place measures to ensure all children's safety</li> </ul>		
	Overcrowding during the workshop		<ul style="list-style-type: none"> <li>Make sure the set up space has adequate room for children to participate in the workshop</li> <li>Limit group sizes where possible and consider more than one session</li> </ul>		
	Behaviour concerns – children being disruptive or disrespectful, damage to the equipment, etc		<ul style="list-style-type: none"> <li>Discuss behaviour expectations with children and educators prior to the workshop</li> <li>Consider the placement of educators within the group of children to support children to participate appropriately</li> <li>Move the children away from the workshop if they continue with the behaviour</li> <li>Follow up with a Guiding Children's Behaviour Incident Form, where applicable</li> </ul>		
			•		
			•		
			•		

*\*Ensure all columns are completed and add additional rows as required\**

**Backup plan:** Would this workshop be affected by extreme weather or unforeseen circumstances? Yes  No

What is the backup plan? \_\_\_\_\_

Has a risk assessment been conducted on the back-up plan and has it been attached? Yes  No  Date this risk assessment was conducted: \_\_\_\_\_

**Risk assessment rating: Please circle the most appropriate rating**

*(Refer to Risk Assessment Matrix below)*

**High                      Significant                      Moderate                      Low**

Comment on the rating assessment: \_\_\_\_\_

After assessing the venue and the activities that are taking place, what is the recommendation for educator to child ratios:

Please provide justification for the ratio: \_\_\_\_\_

**RATIOS**  
:

### Risk Assessment Matrix

Likelihood <i>(How likely is it to happen?)</i>	Consequences <i>(How severely could it hurt someone?)</i>				
	Catastrophic <i>(Death, permanent disability)</i>	Major <i>(major injuries not permanent)</i>	Moderate <i>(Medical treatment not permanent)</i>	Minor <i>(First aid only no lost time)</i>	Insignificant <i>(No injury)</i>
<b>Almost Certain</b> <i>(Expected to occur in most circumstances)</i>	High	High	High	Significant	Significant
<b>Likely</b> <i>(Will probably occur in most circumstances)</i>	High	High	Significant	Significant	Moderate
<b>Moderate</b> <i>(Will probably occur at some time)</i>	High	High	Significant	Moderate	Low
<b>Unlikely</b> <i>(might occur at some time)</i>	High	Significant	Moderate	Low	Low
<b>Rare</b> <i>(Only happen in exceptional circumstances)</i>	Significant	Significant	Moderate	Low	Low



## Contractor, Low Risk Work Induction

*Think Safe. Act Safe.  
Home Safe.*

Company / Organisation: .....

Inductee: ..... Date: .....

Supervising Council Officer: .....

Contact details: Ph/Ext: ..... Mobile: .....

Low Risk Task: .....

In the event of an emergency situation, contact the Supervising Council Officer.

Induction Item	Yes	No	N/A
Location of amenities explained			
Evacuation routes and assembly areas, for the particular work site explained			
Location of emergency exits explained			
Location of first aid person explained			
Portable electrical equipment has a valid tag			
How to report incidents explained			
Hazard that are relevant to the particular work site. For example, potential trip hazards;			
Any WHS matter relevant to the specific workplace; Eg, PPE, specific entry/exit procedures.			

This is to certify that I have received instruction in the above Work Health and Safety matters and where applicable provided current documentation in regard to my work with Cumberland Council:

Inductee Print Name:	Inductee Signature:	Date:
Council Officer Name (Print):	Council Officer Signature:	Date:
<input type="checkbox"/> Submitted for archiving. Date:		

TRIM No.	Document title	Issue Date	Review Date	Approver	Page
RM0002336/2019	whsms procedure 7.3 contractor low risk induction may 2018 v1.doc	30/11/2018	30/11/2020	Executive Leadership Team	1 of 1