Policy – Child Health and Safety

Document Control	
Responsible Officer: Executive Committee & Director	
Contact Officer: Mariel Schattis (Director)	Policy Area: Health and Safety
Effective Date: February 2025	Review Date: February 2027

Statement

All children have the right to experience quality education and care in an environment that provides for their physical and psychological wellbeing and supports their growing competence, confidence and independence.
Safe, protective and healthy environments are fundamental to every child having the opportunity to learn and grow to their full potential. Burpengary Community Kindergarten acknowledges that protecting children's health, safety and wellbeing is everyone's responsibility. This policy should be read in conjunction with C&K Workplace Health and Safety Policy and the suite of C&K and Burpengary Community Kindergarten child health and safety procedures.

Responsibilities

Burpengary Community Kindergarten will:

•Ensure children's health, safety and wellbeing is integral to all decision-making and embedded in organisational leadership, governance and culture.

•Ensure all potential employees undergo robust recruitment, induction, training and management processes.

•Employ and engage with appropriately qualified and experienced nominated supervisors, consultants and advisors to monitor and provide appropriate direction to educator practice and centre operations.

•Work collaboratively with statutory authorities and family support agencies and when required, seek the advice from recognised child health and safety bodies/ organisations.

•Ensure child health and safety policies, procedures and support resources are regularly reviewed and reflect current legislative requirements and best practice guidelines / recommendations.

•Ensure centre buildings, playgrounds, equipment is fit for purpose, meets Australian Safety Standards and well maintained.

•Provide professional development opportunities to support employee understanding of child health and safety.

Teachers and educators will:

•Identify, analyse and manage risks on a day-to-day basis and implement effective internal controls.

•Complete indoor and outdoor safety checks.

•Immediately report (and document) all child incidents and injuries as per regulatory requirements and procedures.

•Consistently implement Arrival and Departure Procedure. Ensure children are only released to custodial parents / guardians and previously identified Authorised Person's.

•Appropriately induct all educators, centre visitors, students and volunteers to ensure they are aware of and implement child health and safety policy and procedures.

•Minimise infection and illness through the implementation of effective hand-hygiene, exclusion of ill children and staff, effective environmental cleaning, and promoting immunisation and health programs.

•Administer and store medication to children as per regulatory requirements and C&K procedure.

•Support children to understand their rights, raise their concerns and contribute to decisions that affect them.

•Provide culturally inclusive programs.

•Safely support the inclusion of children with medical conditions as per regulatory requirements and procedures.

•Implement adequate health, hygiene and safe food practices and comply with your centre's Food Safety Program, if applicable.

•Ensure food provided by centre is reflective of the Australian Dietary Guidelines.

•Respond to individual sleep needs to create a healthy, safe and supportive sleep, rest and relaxation environment.

•Implement sun safety strategies as recommended by recognised health authorities all year round.

•Ensure learning environments are well maintained, organised and hygienically clean.

•Ensure children do not have access to dangerous chemicals, materials or equipment.

•Implement effective and active supervision of children at all times.

•Regularly review, practice and evaluate centre emergency management procedures and protocols.

•Consistently implement Burpengary Community Kindergarten procedures when children are travelling outside the centre.

•Support children's understanding of their (and other's) health and safety by regularly incorporating concepts into the curriculum.

•Regularly provide families with relevant child health and safety information and support them in their parenting role.

Links to associated documents

- Commonwealth Government of Australia. 2014. Privacy Act 1988. [ONLINE] Available at: http://www.comlaw.gov.au/Details/C2014C00076/

- Department of Education. 2013. Priority for allocating places. [ONLINE] Available at: https://docs.education.gov.au/system/files/doc/other/instruction_sheet_10_-_priority_of_access_guidelines_for_child_care_services_0.pdf.

- New South Wales Government. 2013. Education and Care Services National Regulations. [ONLINE] Available at: http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N

- Queensland Government. 2013. Anti-discrimination Act 1991. [ONLINE] Available at: https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/A/AntiDiscrimA91.pdf.

Revision Record

Version	Approval Date	Authorised by	Effective Date	Review cycle	Next review date
1	Feb 2019	Nicole McKinnon	Feb 2019	24 months	Feb 2021
2	Jan 2021	Angela Byrne	Jan 2021	24 months	Jan 2023
3	Jan 2023	Aleisha Cuthbert	Jan 2023	24 months	Jan 2025
4	Feb 2025	Nikki Wakerley	Feb 2025	24 months	Feb 2027