



Marton Activity Centre

MAC Policy

HEALTH & SAFETY

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It is Marton Activity Centre's commitment to provide a safe environment for children so that they can explore, discover and learn, and for Educators so that they can nurture and educate children in a safe and pleasant environment.

POLICY STATEMENT

We aim to protect the health, safety and welfare of the children, Staff and Families attending the Service by complying with current health and safety laws and legislation.

SCOPE

This policy applies to the children, families, staff, management and visitors of Marton Activity Centre.

PROCEDURE

The National Quality Framework establishes the standards and learning frameworks to provide high quality inclusive education and care in early and middle childhood settings, which can only occur in a safe and healthy work environment. The NQF makes few references to work, health and safety legislation as it underpins this framework.

THOROUGH WORK HEALTH AND SAFETY POLICIES, PROCEDURES AND PRACTICES ENSURE THAT:

- Coordinators fulfil their responsibility to provide a safe workplace, without any negative impact on the health and wellbeing of employees;
- Employees meet their health and safety obligations and are safe in the workplace; and
- The work environment supports quality education and care.

We are dedicated to ensuring that all health and safety needs are met through the implementation of operative a high standard of hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illnesses, and to provide providing a safe and secure physical environment for children. In any occurrences where children show any signs of illness, accident, injury or trauma, educators will refer to the Incident, Injury, Trauma and Illness Policy.

The importance of children's nutritional and physical health needs will be promoted by educating children about a healthy lifestyle which will be reinforced through the everyday routine and experiences. Information on health, hygiene, safe food, and dental care principles and practices will be displayed at the Service to provide families with further information.

We believe in quality education and care in an environment that provides for all their children's protection through adequate supervision, safe experiences and environments, and emergency vigilance to potential risks. Educators at the Service are dedicated to understanding their legal and ethical responsibility to protect the children enrolled at the Service.

ARRANGEMENTS FOR LAUNDERING OF SOILED ITEMS

- If required, soiled clothing will be returned to a child's home for laundering. Educators will remove soiled content and place into a plastic bag. Items will be then placed back in their bags and zipped up. Parents are then told when they collect their child.

CHOOSING APPROPRIATE RESOURCES AND EQUIPMENT

- The Service will maintain an up to date register of equipment at the Service.
- The Approved Provider will be ultimately responsible for any purchases of equipment.
- Educators will document any equipment that needs maintenance on a prioritised basis on in the maintenance register.
- Resources and equipment will be chosen to reflect the cultural diversity of the Service's community and the cultural diversity of contemporary Australia.
- The Service will actively pursue the contribution of families regarding toys and equipment at the service.
- All new equipment will be checked against Australian Safety Standards.
- Children will be introduced to new toys and pieces of equipment and taught how to use and care for them appropriately.
- Equipment that should only be used under supervision will be stored in a safe place out of children's reach.
- The use of pools and toys or equipment, which involves the use of water, will be used under the direct supervision of educators. All equipment will be

emptied of water when not in use and stored in such a manner that it cannot collect water.

- Equipment will be checked regularly by educators to ensure it is in a clean and safe condition which will be recorded on the appropriate indoor and outdoor safety checklist.
- The Approved Provider will advise the educators and parents about the purchase of new equipment and ensure a risk assessment has been conducted.

THE CHILDREN'S LEARNING ENVIRONMENT

- The Service will keep a record of any changes that are made to the physical environment of the Service, such as rearranging of rooms etc. to show continuous improvement.
- The Service will document the links between the arrangements and choice of resources and equipment and the children's learning in the program.

ON-GOING MAINTENANCE

- The Service will reflect on the environment and establish a plan certifying ensuring that the environment continuously collaborates complies with our philosophy of providing a safe and secure environment that is stimulating and engaging for all who interact with it.
- The Approved Provider/Nominated Supervisor will also ensure that the Service and its grounds comply with Local Government regulations, and regulations regarding fire protection, ventilation, natural and artificial lighting and safety glass.
- Should the Service undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the service is not compromised.

THE CHILDREN'S GROUPINGS

- Our Service groups the children according to their age, and/or developmental stage, and/or peer preferences. Within each group, children are able to explore and experience their own temperaments develop new skills and knowledge in both the indoor and outdoor environment. Quiet areas will be provided in order for children to engage in quiet activities or homework.

SAFETY CHECKLISTS

Prior to children arriving at the Service, a daily inspection of the premises will be undertaken before children begin to arrive. This inspection which will include the:

- Service Perimeters
- Fences/Fence Line
- Gates

- Paths
- Buildings
- All rooms accessible by children
- Fixed equipment
- Sand Pit

This must be done in order to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals.

In the event of a sharp object being found (for example a syringe) educators will wear gloves and use tongs to pick up the object and place it in the 'sharp object box'. This box will be disposed of as per the recommendations of our local council. Similarly, trees in the grounds must be checked regularly for overhanging, dead or dangerous looking branches as well as checked for any infestations or nests. Non-fixed play equipment in the Service grounds can be no more than one metre high and must be supervised at all times by an educator.

The Service will have regular pest inspections carried out by an accredited pest control company. Documentation of these inspections will be kept and any findings from the pest control check will be carried out in line with the recommendation of the pest control company.

The Indoor and Outdoor Daily Safety Checklists will be used as the procedure to conduct these safety checks. A record of these will be kept by the Service. Any required maintenance will immediately be reported by to the Approved Provider/Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

CLEANING OF BUILDINGS, PREMISES, FURNITURE AND EQUIPMENT

GENERAL CLEANING

- The Service will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly.
- Educators will clean the Service at the end of each day and throughout the day as needed.
- Accidents and spills will be cleaned up as quickly as possible to ensure that the Service always maintains a high level of cleanliness and hygiene, and safety.
- When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, our Service will:
- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the Service.
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer. All labels and/or use by dates should be kept intact at all times.

- Any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances.
- Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
- All dangerous chemicals, substances and equipment must be stored in a locked place or facility which is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges and toiletries.
- Educators should follow the instructions of manufacturers, particularly of any product which may need to be stored in a refrigerated environment pursuant to the aforementioned directives.
- Any substances that need to be refrigerated must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
- All hazardous chemicals must be supplied with a Safety Data Sheet (SDS) formerly called a Material Data Safety Sheet. Our Service will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS.
- The Service will keep a register of all hazardous chemicals, substances and equipment used at the Service. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.
- Appropriate personal protective clothing should be worn in accordance to the manufacturer's instructions when using and disposing of hazardous substances or equipment.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 13 11 26, or call an Ambulance on 000.
- In the case of any child or educator becoming injured by a chemical, substance or equipment, the Service will initiate our emergency, medical and first aid procedures, notify the appropriate authority that administers workplace health and safety immediately and any other person or authority as required by regulations or guidelines.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
- The Poison Safety Checklist will be used in order to ensure we are consistently meeting requirements.

HAND WASHING

Effective handwashing is the best way to prevent the transmission of germs. Adults and children should wash their hands:

- When hands are visibly dirty
- When coming inside from being outside
- On arrival
- Before you eat eating
- Before preparing you prepare food items
- After touching raw meats, such as chicken or beef
- After contact with any body fluids such as blood, urine or vomit
- After touching animals or pets
- After blowing your nose or sneezing and after assisting a child to blow their nose
- After meals
- After going to the toilet

MINIMISING POTENTIALLY DANGEROUS SUBSTANCES

Our Service also implements the concept of minimising the use of potentially dangerous substances. Ordinary detergents will be used to help remove dirt from surfaces. Colour-coded sponges (e.g. pink for the kitchen, yellow for the bathroom) will be used in order to not cross-contaminate areas eliminate cross contamination. Different rubber gloves will also be used. Before returning to the children educators will wash and dry hands.

DISINFECTANTS

Disinfectants are usually unnecessary as very few germs can survive exposure to fresh air and natural light. In an outbreak situation, public health units may specify the use of a particular disinfectant. In this situation, for the disinfectant to work effectively, there still needs to be thorough cleaning using detergent beforehand. Essentially, there is no ideal disinfectant. Disinfectants cannot kill germs if the surface is not clean. In general, it is more important that surfaces have been cleaned with detergent and warm water than to use a disinfectant. When using a disinfectant, ensure:

- A clean surface to allow the disinfectant to penetrate and act against the germs.
- The disinfectant is used in the correct concentration
- Enough time to kill germs, which is generally at least 10 minutes.

DETERGENTS

Proper cleaning with detergent and warm water, followed by rising rinsing and then drying and airing time air-drying kills most germs from surfaces as they are unable to multiply in a clean environment. Cleaning equipment should be stored and taken care of so it can dry between uses and not allow germs to multiply. multiply germs itself.

CLOTHING

- Educators clothing should be washed daily.
- Educators should also have a change of clothes available in case of accidents.
- Dress-up and play clothes should be washed once a week.

TOY CLEANING

Educators are required to clean the children's equipment and toys on a regular basis in order to minimise cross contamination and the spread of illnesses. Educators will wash a toy immediately if it has been sneezed on, mouthed, and/or soiled or if it has been discarded after play by a child who has been unwell.

RECOMMENDED CLEANING MATERIALS

- Most toys can be washed with normal dishwashing liquid, rinsing and rinsed with clean water.
- Get into corners with a toothbrush and allow to air dry (if possible, in the natural sunlight).
- Leaving items such as LEGO and construction blocks to drain on a clean tea-towel overnight is ideal.

WOODEN TOYS

- Should be wiped over with a damp cloth – please do not immerse in water as this can destroy the equipment

PLAY DOUGH

Our OSHC Service will reduce the risk of the spread of disease when playing with play dough by:

- Encouraging hand washing before and after using play dough
- Storing the play dough in a sealed container in the refrigerator between uses
- Making a new batch of play dough each week, and
- If there is an outbreak of vomiting and/or diarrhoea, discarding the playdough at the end of each day during the outbreak.

PUZZLES AND GAMES

- Wooden puzzles as per 'Wooden Toys' above.
- Cardboard should be wiped over with a slightly damp cloth.

SUN PROTECTION

Our OSHC Service will work in collaboration compliance with the NSW Sunsmart Program to ensure children's health and safety is maintained at all times whilst at the Service.

OUTDOOR ACTIVITIES

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

- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- From April to September (excluding June and July) outdoor activity can take place at any time. However, from 10am – 2pm sun protection is required.
- In June and July when the UV index is mostly below 3, sun protection is not required. Extra care is needed for services in the far west and north of NSW and for all children who have very fair skin.
- All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and incursions.

SHADE

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 should be conducted to monitor existing shade structures and assist in planning for additional shade.

HATS

- Educators and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is:
 - Legionnaire hat.
 - Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
 - Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).
 - Approved school hat from the child's school.

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended. 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.

OUTDOOR CLOTHING

When outdoors, educators and children who are not wearing school uniforms will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers.
- 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 are therefore not recommended.

SUNSCREEN

All educators and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours (during vacation care). Sunscreen is stored in a cool, dry place and the use-by-date monitored.

ROLE MODELLING

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

- Wearing a sun safe hat (see Hats).
- Wearing sun safe clothing (see Clothing).
- Applying SPF30+ 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

Sun protection will be incorporated regularly into experiences, discussions, and routines. Sun protection information will be promoted to educators, families and visitors. Further information, support and free resources are available from the Cancer Council website www.cancercouncil.com.au/sunsmart or call the SunSmart Information Line on 13 11 20.

POLICY AVAILABILITY

The sun protection policy, updates and requirements (including hat, clothing and sunscreen) will be made available to educators and staff, families and visitors.

REVIEW

Our Service will monitor and review the effectiveness of our sun protection policy regularly, at least once every 12 months.

DELIVERY AND COLLECTION OF CHILDREN

The following procedure must be adhered to at all times to ensure the safety of the children.

ARRIVAL AT SERVICE

- All children must be signed in by their parent or person who delivers the child to our Service. If the parent or other person forgets to sign in the child, they will be signed in by the nominated supervisor or an educator.
- An educator is to check the sign in sheet ensuring families have signed their child in. If families have not signed the child in, an educator will sign the child in, complying with is to comply with Regulation 158.
- An educator will greet and receive each child to ensure the child is cared for at all times.
- A locker or shelf space will be made available to children and their families. A sign is posted above the lockers nominating a symbol for each child.

DELIVERY TO SCHOOL

- Children will be signed out of the Service and told to walk up to the School Playground were the School Teacher on Duty will be located.

COLLECTION FROM SCHOOL

- An educator will collect all Kindergarten children and children with additional needs (as required) from their classroom and advise the classroom teacher/s that they have been collected, before escorting them to the designated meeting area to meet older children.
- Children in first to sixth grade will make their way to Marton Activity Centre.
- Upon the return to the Out of School Hour Service an educator will sign all children into the Service.

ABSENT OR MISSING CHILDREN

- Parents must advise Marton Activity Centre's staff as early as possible of their child/children's absence.
- If a child has not arrived at Marton Activity Centre and the parent has not contacted MAC to advise of absence, an Educator will call the child/ren's parents at 3:15pm to clarify and confirm the situation.

- If a child is collected from the school early due to illness or other reasons the parent must notify Marton Activity Centre, via Phone Call or Phone Voicemail OR Email.

MISSING CHILDREN

If a child is considered missing, an educator or staff member will:

- Contact the police by dialling 000.
- Contact the child's parents.
- Contact the school to inform them of the missing child.
- Ensure that other children remain appropriately supervised.

DEPARTURE FROM SERVICE

- All children must be signed out by their parent or person who collects the child from Marton Activity Centre. If the parent or other person forgets to sign out the child, they will be signed out by the nominated supervisor or an educator.
- Children can only be collected by a parent, an authorised nominee named on their enrolment record, or a person authorised by a parent or authorised nominee to collect the child. Children may leave the premises if a parent or authorised nominee provides written authorisation for the child to leave the premises.
- Children will not be released into the care of a person not authorised to collect the child e.g. court orders concerning custody and access. If an unauthorised person is not willing to leave the premises without the child, the educator will call the police.
- Nominated Supervisors will ensure that the authorised nominee pick-up list for each child is kept up to date.
- No child will be released into the care of anyone not known to educators.

Parents must give prior notice where:

- The person collecting the child is someone other than those mentioned on the enrolment form (e.g. in an emergency) or
- There is a variation in the persons picking up the child, including where the child is collected by an authorised nominee who is unknown to educators.
- If educators do not know the person by appearance, the person must be able to produce some photo identification. If educators cannot verify the person's identity, they may be unable to release the child into that person's care.

If the person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, educators will:

- Discuss their concerns with the person, if possible, without the child being present

- Suggest they contact another parent or authorised nominee to collect the child.
- Educators will inform the police of the circumstances, the person's name and vehicle registration number if the person insists on taking the child. Educators cannot prevent an incapacitated parent from collecting a child but must consider their obligations under the relevant child protection laws.
- At the end of each day educators will check the premises including outdoors and indoors to ensure that no child remains on the premises after the Out of School Hour Service closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.
- Details of absences during the day will be recorded.

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our Service must sign in when they arrive at the Service and sign out when they leave.

VISITORS

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our Service must sign in when they arrive at the Service and sign out when they leave. Refer to our arrival and Departure policy and procedure for more detailed information.

WATER SAFETY

Regulations state that services in New South Wales are not permitted to have pools unless they existed on the premises before 6 November 1996. However, to stop accidents and illnesses relating to swimming pools, wading pools, water troughs and other water situations our Out of School Hour Service will:

- Remove any items or objects that could be used to climb into the fenced area of a pool, trough, or water storage unit e.g. chairs, bins, bikes, any overhanging trees.

Make sure no child swims in any water without:

- Written permission from family member to learn water safety and swimming.
- Appropriate educators/child ratios in place.
- Having sufficient numbers of educators present who have first aid or recognised water safety and rescue procedures.
- At all times children near water are closely supervised. A child will never be left unattended near any water.
- Ensure that all water containers are made inaccessible to children and also make sure children's play areas are safely fenced off from water hazards such as rivers, dams, creeks, lakes, irrigation channels, wells etc.
- Immediately empty all wading pools/water troughs etc. after every use, storage should prevent the collection of water e.g. upright/inverted, also

check grounds after rain or watering and empty water that has collected in holes or containers.

Ensure wading/water trough are hygienically cleaned, disinfected and chlorinated appropriately:

- On a daily basis remove leaves and debris, hose away surface dirt and scrub inside with disinfectant.
- Wash away disinfectant before filling trough.

KITCHENS

- Children must not gain access to any harmful substance, equipment or amenity.
- The kitchen has a barrier to prevent unsupervised entry by younger children into the kitchen.

ELECTRICAL EQUIPMENT TESTING

Marton Activity Centre must ensure that electrical equipment is tested by a qualified person on a regular basis which is recorded with a tag attached to the equipment tested. This must be kept until the equipment is next tested or disposed of and must specify:

- The name of the tester
- The date and outcome of the testing
- The date on which the next testing must be carried out

Records will be maintained including details of when electrical equipment is due to be re-tested (the recommendations are for all equipment to be tested annually).

MAINTENANCE OF FIRE EQUIPMENT

All fire equipment at our Service will be maintained as per the legal standards. Our equipment will be checked as required as per the timeframes below. External agencies will be employed to conduct the maintenance of the fire equipment if no currently employed staff or educators are qualified to complete the maintenance checks.

BACK CARE AND MANUAL HANDLING

- Manual handling is any activity requiring the use of strength used by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.
- Manual handling injuries may be caused by the activities listed above. Injuries can include back strains, similar strains and sprains in parts of the body such as the neck, arm, shoulder and knee.
- Manual handling injuries also include overuse injuries or, as a result of falling during manual handling, bruising or laceration.

COMMENDATIONS / RECOMMENDATIONS

- Due to the physical demands of working with children, it is sensible to do warm-up exercises for three to five minutes before starting work particularly Predominantly through the winter period as muscles and tendons are more likely to be damaged when cold. Simple exercises to warm and stretch all the major muscle groups will help prevent injury.
- To help prevent injuries, there are legal requirements for manual handling in the workplace.

THE EMPLOYER, IN CONSULTATION WITH STAFF / EDUCATORS WILL:

- Provide you annually with training in Manual Handling and Back Care.
- Display in the staff room written information regarding manual handling and any updates as required.
- Make sure that equipment and containers are designed and maintained to be, as far as workable, safe and without risk to health and safety when manually handled.
- Make sure that the work practices involving manual handling and the work environment are designed to be, as far as workable, consistent with safe manual handling activities.
- Identify, assess and control all risks associated with manual handling in each workplace.
- Clearly mark any equipment, which requires more than one person to lift or move it.

IDEOLOGIES OF PREVENTING MANUAL HANDLING INJURIES

- Eliminate or reduce the amount of manual handling.
- Reduce the amount of bending, forward reaching, and twisting, in all tasks.
- Reduce worker fatigue.
- Keep all equipment in good working order.
- Keep the workplace environment safe.

TO HELP PREVENT MANUAL HANDLING INJURIES

- Kneel down rather than bend down.
- Sit down with the children rather than bend over.
- Sit in an appropriate-sized chair or on the floor.
- Carry children only if absolutely necessary (i.e. foot or leg injury).
- When lifting awkward loads, be careful to lift with a balanced and comfortable posture.
- Minimise the need to reach above shoulder level. If necessary, use a step ladder.
- Avoid extended reaching forward, for example, leaning into low equipment boxes.
- Share the load if the equipment is heavy, long or awkward.

- When sliding, pulling or pushing equipment that is not easy to move, e.g. trestles or gym mats, ask for help and organise a team lift.
- Where possible, rearrange surroundings to meet the needs of both children and adults.
- Remember these needs when buying furniture and equipment or upgrading facilities.
- Use equipment and furniture that can be moved around as safely and easily as possible.
- To complete lengthy writing tasks, e.g. program planning, sit at an appropriate adult sized chair at an adult sized table.

AVOID TWISTING WHEN LIFTING

Many injuries result from twisting while lifting. To avoid this:

- Move equipment when children are not around.
- Rearrange storage so that it is easier and safer to replace and remove items.
- Lift only within the limits of your strength.
- Use equipment that is easy to move.
- Make sure you can see where you are going when carrying equipment.
- Be especially careful if lifting a child with additional needs.

AVOID ACCIDENTS WITH CAREFUL HOUSEKEEPING

Good housekeeping means fewer accidents. Check that:

- The floors and other walking surfaces are uncluttered, even and non-slippery.
- The workplace is tidy.
- There is adequate space to perform each task.
- Equipment is maintained regularly.
- Lighting is adequate.

HOW TO LIFT SAFELY

- Place your feet in a stride position.
- Keep your breastbone as elevated as possible.
- Bend your knees.
- Brace your stomach muscles.
- Hold the object close to your centre of gravity, i.e. around your navel.
- Move your feet not your spine.
- Prepare to move in a forward-facing direction
- Ask for help when it is not possible to lift on your own.

CONSIDERATIONS**NATIONAL QUALITY STANDARDS (NQS)**

Quality Area 2: Children's Health & Safety		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing & Comfort	Each child's wellbeing & comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest & relaxation.
2.1.2	Health practices and procedures.	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is respected
2.2.1	Supervision	At all times, reasonable precautions & adequate supervision ensure children are protected from harm.
2.2.2	Incident and Emergency Management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implement.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Education and Care Services National Regulations and National law NSW		
Reg	182	Tobacco, drug and alcohol-free environment.
Reg	156	Relationships in groups
Reg	103	Premises, furniture and equipment to be safe, clean and in good repair.
Reg	104	Fencing and security
Reg	105	Furniture, materials and equipment.
Reg	106	Laundry and hygiene facilities
Reg	107	Space requirements - indoor
Reg	108	Space requirements - outdoor space
Reg	109	Toilet and hygiene facilities
Reg	110	Ventilation and natural light
Reg	111	Administrative space
Reg	113	Outdoor space - natural environment
Reg	114	Outdoor space - shade
Reg	115	Premises designed to facilitate supervision
Reg	117	Glass (additional requirement for Family Day care)
Reg	73	Educational Programs
Reg	74	Documenting of child assessments or evaluations for delivery of educational

		program
Reg	75	Information about the educational program to be kept available
Reg	76	Information about educational program to be given to parents
Reg	80	Weekly Menu
Reg	86	Notifications to parents of incidents, injury, trauma and illness
Reg	99	Children leaving the education are care service premises
Reg	102	Authorisations for Excursions
Reg	111	Administrative space (centre-based services)
Reg	158	Children's attendance records to be kept by approved provider
Reg	168	Policies and procedures are required in relation to enrolment and orientation
Reg	171	Policies and procedures to be kept available.

SOURCE

Australian Children's Education & Care Quality Authority (2014)
Cancer Council NSW
Early Childhood Australia Code of Ethics (2016)
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations (2017)
Guide to the National Quality Standard (2017)
Kidsafe Australia: https://kidsafe.com.au
National Health and Medical Research Council (2012)
Revised National Quality Standard (2018)
Work Health and Safety Act 2011

SERVICE POLICIES / DOCUMENTATION

Policies	
Administration of Medication	Safe Storage of Hazardous Substances
Supervision	Sick Children
Delivery and Collection	Sun Safety
Child Protection	Water Safety
Governance and Management	
Hand washing	
Management of Incident, injury, illness and Trauma	
Enrolment, Reenrolment & Orientation	
Physical Environment	