



Marton Activity Centre

MAC Policy

PHYSICAL ENVIRONMENT	Document ID	:	POL037
	Amendment No	:	5
	Quality Area	:	MACQA2
	Approved By	:	Management
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POLICY STATEMENT

Marton Activity Centre is committed to providing a safe environment for children so they can explore, discover and learn and for Educators so they can nurture and educate children in a safe and pleasant environment.

SCOPE

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

PROCEDURE

EDUCATORS, STAFF, AND MANAGEMENT

- All staff will undergo an induction upon commencement of employment.
- All staff are familiar with our Child Protection Policy.
- Staff are to notify Coordinator or Management of past injuries on commencement of employment.
- Concerns will be discussed amongst staff and management to ensure an appropriate and practical resolution.
- Staff personal items – ensure personal items such as bags, sharp instruments, toiletries and medicines are kept secure and inaccessible to children.
- Educators who are certified supervisors must have a current first aid certificate and child protection certificate.
- Educators, staff, and management will support the belief that prevention is better than cure.

- Educators will ensure a first aid kit is available in each area at all times.
- Educators will check the playground each morning for unsafe objects and to ensure that all equipment is put together safely. Equipment is to be appropriate to the children's age and stage of development.
- Safety glass is used and installed according to current regulations, Australian standards and Australian building codes on all glass doors and windows accessible to children, safety decals on sliding doors and plate glass doors at child and adult eye level.
- Educators will report all hazards, incidents, and injuries to management via the appropriate forms. All blank forms are kept in folder located in staff area in office. All completed forms are to be completed and filed appropriately. Serious incidents and hazards are to be reported to the school.
- Record details and notify parents/guardians of any injury or incident. If injury or incident is deemed serious notify parents or guardians straight away.
- Ensure smoke free environment in all areas. No person is to smoke any substance within the building or on the premises at any time regardless of whether the service is being provided to children at the time.
- No alcohol or unlawful substances are to be consumed or stored on any part of the premises of the service at any time when the service is being provided to the children.
- We will endeavour to have appropriate access if a child with an impairment or disability is enrolled at Marton Public School. We will work with the school to organise access.

ALL STAFF MEMBERS ARE TO ENSURE THEY ARE FAMILIAR WITH THE FOLLOWING AT ALL TIMES:

- Children at risk: maintain extra security and supervision for children at special risk.
- Evacuation plans that are displayed in each room at each exit.
- Fire: fire blanket, extinguisher, fire exits, smoke detectors, and electrical safety switch.
- Fire drill, lockdown, and evacuation procedures are practised and documented once per term.

PHYSICAL ENVIRONMENT - OUTDOOR

- Bikes and wheeled toys – it is recommended that correctly fitted helmets be worn every time children use bikes and wheeled toys.
- Educators will check climbing and play equipment to ensure it is stable, maintained and meets relevant Australian standards. Educators will teach children to use equipment correctly and safely.
- Cones will be used as boundaries for all sides of outdoor play areas.

- Educators will check fences regularly and report to school any issues.
- First aid bag is approved, maintained and accessible throughout outdoor play.
- Garden debris removed, garden equipment stored and maintained.
- Pet and animal droppings cleared or inaccessible to children. Exclude dogs from children's play areas, finger proof pet enclosures, and supervise interactions with children.
- Safe play rules and adequate safe play areas. Staff to talk with children about how to play safely. Maintain safe layouts for outdoor play areas to avoid collisions between children.
- Sandpits – cover when not in use, regularly clean, rake, and remove sand soiled by faeces or blood. Hose sandpits at end of day after removing contaminated sand and material.
- Snakes, spiders, and insects – Keep centre clean of infestation, teach children the dangers.
- Appropriate ground cover under outdoor climbing and play equipment meets standards.
- Water hazards – Cover and make inaccessible to children, e.g. ponds, dams, spas, creeks.
- Identify and remove any equipment that is deemed hazardous. An area deemed hazardous will be secured so children cannot enter, and supervision will be amended to ensure that safety is supported.
- Machinery, tools and equipment – ensure all engine operated or other hazardous equipment, tool or machinery are stored securely and are inaccessible to children.
- Noise – reduce excessive exposure.
- Pets and animals – inform families of pets being kept on the premises and plans to obtain new pets. Ensure pets are vaccinated, wormed, “de-fleaed”, clean, and healthy. Keep pet accessories such as food, litter boxes, pet toys away from children. Exclude dogs from children's play areas. Keep children-pet interactions minimal and supervise interaction times.
- Water troughs are to be used under adult supervision only and will not be used without a stand to keep it off the ground. Trough will be emptied immediately after use.
- Only include swings in the playground if adequate space is available.
- Ensure play equipment that is higher than 50cm has soft fall installed underneath at least 25cm in depth under and 1.9m from the perimeter of the equipment. Place outdoor play equipment away from paths and solid edging.
- Ensure surfacing used underneath and around equipment complies with Australian and New Zealand Standards AS/NZS 4422, 1996 and is maintained regularly. Materials may need to be raked, redistributed and checked weekly for spiders, sharp objects or animal litter.

PHYSICAL ENVIRONMENT - INDOOR

- Heaters – ensure children cannot come into contact with hot surfaces. It is preferable to use heating where combustion products are ducted outside. If un-flued gas heating is used ensure there is adequate ventilation while the heater is operating.
- Hot water – ensure the hot water supply is regulated so as to keep it below the temperature at which a child can be scalded. (recommended 43.5°C)
- Indoor play- ensure safe play and adequate play spaces. Discourage running indoors and safe furniture layout to avoid collisions.
- Ensure green doors in hallway are locked at 4.30pm for security purposes.
- Toys – meet safety standards, age appropriate, maintained and non-toxic.
- Hazardous items – chemicals, medicines, razors, knives and electrical equipment will be stored in a locked cupboard.
- A fully stocked first aid kit is inside at all times. It is to be kept fully stocked and maintained.
- Children's preference for rest and sleep will be supported by Educators despite the routine of the room. All children that fall asleep unassisted are able to sleep as long as necessary within the hours of the centre.
- Decorations and children's artwork will not be placed near ceiling fans, air conditioners or heaters.

FOOD PREPARATION

- We aim to have no nuts in the centre to protect children at risk of anaphylaxis. Parents/guardians must inform the centre of any allergies their child has, and measures will be made in conjunction with the parent/guardian to ensure the safety of the child with regard to the particular allergy.
- Children are not allowed in the kitchen area when educators are cooking hot food.
- If educators are heating food for children, it is to be heated thoroughly (above 60°C) and then left to cool for the recommended 10 minutes. Before giving the food to the child it will be mixed thoroughly to ensure it is heated evenly. A piece will then be removed with a spoon and tested by the educator on their hand. This piece of food will then be thrown away. Food will only be reheated once and then thrown away.

MEDICAL

- Medication is stored out of reach in labelled locked cupboard in kitchen or in a container in the fridge. Medication is to be handed to an Educator by the parent/adult on arrival. Medication is not to be left in a child's bag.
- Asthma spacers and puffers are stored in pockets behind the office door and are marked with each individual child's photo and asthma plan.

- Epinephrine Auto-Injectors are stored in pockets behind the office door and are marked with each individual child's photo and action plan.

TOXINS AND CHEMICALS

- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhalation, skin or eye exposure has occurred, or call the Poisons Information Line on 13 11 26 or call an ambulance on 000.
- Material Safety Data Sheet (MSDS) will be kept on site for all chemicals and toxins.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services 000 and notify Work Cover/Work Safe immediately and any other person or authority as required by the regulation.
- Staff will always strive to minimise the use of toxic products. It will always be the aim of staff and the centre to ensure we are providing a safe environment by seeking non-hazardous, non-toxic alternative products.
- Staff will endeavour to be knowledgeable with the products that they are using, ensuring that all products are being used for the correct purpose.
- If toxic products must be used, as there is no alternative, then they are only to be used when the children are off the premises and following the directions of use.

PLANTS

- Staff will make themselves familiar with any plant, foliage or flora they bring into the centre and ensure that it is not toxic nor presents a risk to the children in any way.
- Staff will withhold any plant, foliage or flora that a child may bring into the centre if there is any doubt about the safety of the material.

REMOVE OR KEEP CHILDREN AWAY FROM PLANTS THAT CAN CAUSE SERIOUS POISONING

- **Highly dangerous plants:**
Oleander, Moreton Bay Chestnut (Black Bean), Strychnine Tree, Milky Mangrove, Spurge, Nettle Family, Gympie Gympie, Castor Oil Plant, Coral Tree, Golden Dewdrop (Sky Flower), Rhus/Wax Tree, White Cedar Tree.
- **Dangerous plants:**
Angels Trumpet, Arum Lily, Belladonna Lily, Chillies, Daphne, Dumb Cane, Hemlock (Poison Parsley) and Water Hemlock (Cowbane), Lantana, Mushrooms and Toadstools, Anemone, Columbine, Foxglove, Sweet Pea, Poppies, Rhododendron, Azalea, English Ivy

- **Plants to treat with caution:**
Agapanthus, Autumn Crocus, Clivia, Daffodil, Hippeastrum, Hyacinth, Jonquils, Lily of the Valley, Tulips, Iris, Cycads, Grevillea, Rhubarb, Sticky/Asthma Weed, Primula, Common Boxwood, Hydrangea, Honeysuckle.

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 and comfort	Each child's well-being and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and 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 protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

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
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	73	Educational Program
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	Notification to parents of incident, injury, trauma and illness
Reg	99	Children leaving the education and care service premises.
Reg	102	Authorisations for excursions
Reg	111	Administrative space (Centre-based Services)
Reg	171	Policies and procedures to be kept available

SOURCE

Australian Children's Education & Care Quality Authority
Guide to the Education & Care services National Law & the Education & Care Services National Regulations.
Swimming Pools Act 1992
Work Health and Safety Act 2011
Revised National Quality Standards
Work Health and Safety Regulations 2011
National Quality Standard Cancer Council
NSW Sample Sun Protection Policy

SERVICE POLICIES/ DOCUMENTATION

Policies	Documents
Environmental Sustainability	Client Handbook
Animal and Pet Policy	Staff Handbook
Sun Safety Policy	
Water Safety	
Work Health and Safety Policy	