

# Acorn Child Care Centres

## Policies and Procedures



### 2.21 Safe Play Spaces

#### Background

Children have the right to be safe. The physical environment plays a critical role in keeping children safe, particularly as

they are often unable to identify risks and dangers for themselves. In early education and care services, the buildings,

furniture and equipment must meet initial service approval requirements and, after that, be kept safe, clean and well maintained so that unintentional injuries to children and adults in the service are minimised.

#### Policy statement

This Policy outlines the roles and responsibilities of the Approved Provider, staff and educators in maintaining a safe and

suitable physical environment for children and adults at the Service.

#### Strategies and practices

- The Service's building, facilities, furniture and equipment meet licensing requirements and those of all relevant
- national and state regulatory bodies, local council, and the Building Code of Australia. QA 3.1.1
- Play equipment has been installed strictly according to manufacturers' recommendations. All fixed equipment
- meets the Australian/New Zealand Safety Standards, and is well maintained. QA 2.3.2. 3.1.2
- All toys meet Australian Safety Standards, and are age appropriate, well maintained and have non-toxic finishes.
- QA 2.3.2, 3.1.2
- The Service employs a handyman to repair equipment when necessary. A Maintenance Book is used to record
- the details of repairs. No item is used after repair until the Nominated Supervisor has checked and approved the
- repair. QA 2.3.2, 3.1.2
- Educators complete a Open and Close Checklist, twice daily, before the Service opens and closes to ensure the
- environment is safe for children. Each Friday afternoon the lists are taken to the main office to be filed. QA
- 2.3.2, 3.1.2
- Should any matter requiring immediate attention be identified during the educators' checks, educators
- complete a Hazard Report Form and place it the designated place for the Nominated Supervisor's immediate
- attention. QA 3.1.2

# Acorn Child Care Centres

## Policies and Procedures



- The Service is safe, clean and well maintained. Refer to the Service's Cleaning Policy. QA 3.1.2
- The Nominated Supervisor conducts a comprehensive Service safety audit every six months, and documents it.

This audit covers all play areas, approaches to the Service, outdoor environments, kitchen, laundry and other

utility areas, fences and general maintenance items. Any items requiring attention are recorded in the

Maintenance Book, and the audit document filed. QA 3.1.2

### **Additional safe practices for babies**

- All equipment (e.g. cots, high chairs, prams) used by babies is regularly cleaned and serviced. QA 2.3.2
- Responsibilities of parents
- To ensure their children do not drop items along pathways, halls and entry areas when entering or leaving the
- Service.
- To ensure that they close the gates and doors securely behind them as they move into and out of the building
- and rooms.
- To drive slowly and carefully in and around the driveways and car park areas as children may be moving through
- those spaces with parents

### **Links to other policies**

- Cleaning Policy
- Dangerous Products, Plants, Vermin and Objects Policy
- Supervision Policy

### **Sources**

- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2011.
- Further reading and useful websites
- Kidsafe – <http://www.kidsafe.com.au/>
- Royal Children's Hospital. (n.d.). Playground safety: Risk, challenge and supervision for playground safety.
- <http://www.rch.org.au/emplibrary/safetycentre/3-PlaygroundSafety.pdf> accessed 24 November 2013
- Standards Australia – <http://www.standards.org.au/>

# Acorn Child Care Centres Policies and Procedures



15/03/2016							
15/05/2017							
28/02/2019							

Next review Date: 28/02/2020