

SAFE ENVIRONMENT POLICY

Mandatory – Quality Area 2

PURPOSE

This policy should be read in conjunction with the *Child Safe Policy*. It provides a clear set of guidelines and procedures to ensure:

- all children attending Alfred Nuttall Memorial Kindergarten are provided with a safe environment
- all reasonable steps are taken by the Approved Provider, educators and staff to ensure the health, safety and wellbeing of children attending the service.

POLICY STATEMENT

1. VALUES

Alfred Nuttall Memorial Kindergarten has a moral and legal responsibility to ensure that all children are safe in their care, and will provide training, resources, information and guidance to support this. Alfred Nuttall Memorial Kindergarten is committed to:

- ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development
- fulfilling its duty of care (refer to *Definitions*) obligations under the law by protecting children from any reasonable, foreseeable risk of injury or harm
- ensuring that people caring for children at the service act in the best interests of the child, and take all reasonable steps to ensure the child's safety and wellbeing at all times
- supporting the rights of all children to feel safe, and be safe, at all times
- developing and maintaining a culture in which children feel valued, respected and cared for
- encouraging active participation from parents/guardians and families at the service, and ensuring that best practice is based on a partnership approach and shared responsibility for children's health, safety, wellbeing and development
- promoting children's development and wellbeing.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, including during offsite excursions and activities.

3. BACKGROUND AND LEGISLATION

Background

"Every child has the right to live a full and productive life. It is up to all of us to ensure our children grow up in environments that build confidence, friendship, security and happiness, irrespective of a person's family circumstances and background" (*Protecting the safety and wellbeing of children and young people* – refer to *Sources*). The protection of children, one of the most vulnerable groups in society, is a shared community responsibility and involves ensuring that all children are safe, their needs are met.

New legislation will require early childhood teachers to be registered with the Victorian Institute of Teaching (VIT) from 30 September 2015. They will then be obligated to undertake mandatory reporting of any concerns of child abuse. Please refer to the *Child Safe Policy* for guidelines in relation to mandatory reporting of child related concerns, or child abuse.

The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* require that approved services protect children from any harm and

hazards, and adequately supervise children at all times. Adult supervision is a key factor in creating and maintaining child safe environments. Active supervision together with risk minimisation strategies can prevent or reduce the risk of injury to children (refer to *Supervision of Children Policy*).

Risk minimisation strategies, supported by clear policies and procedures for specific areas of child safety will help ensure the environment and practices at the service are child safe. Policies and procedures must be developed in relation to all matters specified in Regulation 168(2), including emergency and evacuation, water safety, sun protection, delivery and collection of children, and incident, injury, trauma and illness. Risks in the child's physical environment can be minimised by ensuring the safety of buildings, grounds, equipment, materials and furniture used at the service, and the safe storage and use of dangerous substances such as cleaning products and chemicals.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Education and Care Services National Law Act 2010* (Vic): Sections 165, 166, 167
- *Education and Care Services National Regulations 2011* (Vic): Regulations 84, 85, 86, 99, 100, 101, 102, 168(2)(h)
- Education Training and Reform Act 2006 (Vic) (As amended in 2014)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
 - Standard 2.3: Each child is protected
 - Element 2.3.1: Children are adequately supervised at all times
 - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *National Quality Standard*, Quality Area 3: Physical Environment
 - Standard 3.1: The design and location of the premises is appropriate for the operation of a service
 - Element 3.1.1: Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose
 - Element 3.1.2: Premises, furniture and equipment are safe, clean and well maintained
- *Occupational Health and Safety Act 2004* (Vic)
- *Working with Children Act 2005* (Vic)
- *Working with Children Regulations 2006* (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Code of conduct: A set of rules or practices that establish a standard of behaviour to be followed by individuals and organisations. A code of conduct defines how individuals should behave towards each other, and towards other organisations and individuals in the community (refer to *Code of Conduct Policy*).

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

In the context of this policy, duty of care refers to the responsibility of education and care services to provide children with an adequate level of care and protection against foreseeable harm and injury.

Notifiable complaint: A complaint that alleges a breach of the Act or Regulation, or alleges that the health, safety or wellbeing of a child at the service may have been compromised. Any complaint of this nature must be reported by the Approved Provider to the secretary of DET within 24 hours of the complaint being made (Section 174(2)(b), Regulation 176(2)(b)). If the Approved Provider is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation. Written reports to DET must include:

- details of the event or incident
- the name of the person who initially made the complaint
- if appropriate, the name of the child concerned and the condition of the child, including a medical or incident report (where relevant)
- contact details of a nominated member of the Grievances Subcommittee/investigator
- any other relevant information.

Written notification of complaints must be submitted using the appropriate forms, which can be found on the ACECQA website: www.acecqa.gov.au

Serious incident: A children's service is required to notify the Department when a serious incident occurs at the service. A serious incident is defined as:

- the death of a child while being cared for or educated by the service (section 29C(a)).
- any incident involving injury or trauma to a child while being cared for or educated by the service requiring the
 - attention of a registered medical practitioner; or
 - admission to a hospital (section 29C(b))
- a child being cared for or educated by the service appears to be missing or otherwise unaccounted for or appears to have been taken or removed from the service contrary to the regulations (section 29C(c))
- any incident requiring attendance by emergency services (section 29C(d) and regulation 90(2)).

A children's service must notify the relevant regional office by telephone within 24 hours of the incident, followed by written notification as soon as practicable (regulation 90(1)). Written notification is to be provided by using the *Serious incident notification form* available at:

www.education.vic.gov.au/childhood/providers/regulation/Pages/vcsforms.aspx

5. SOURCES AND RELATED POLICIES

Sources

- *Charter of Human Rights and Responsibilities Act 2006* (Vic) available at: <http://www.legislation.vic.gov.au/>
- Owens, Angela (2012) *Health Safety and Wellbeing*. Early Childhood Australia, National Quality Standard Professional Learning Program, e-Newsletter no. 29, 2012.
- The United Nations Convention on the Rights of the Child: www.unicef.org/crc

Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Child Safe Policy*
- *Code of Conduct Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Diseases Policy*
- *Dealing with Medical Conditions Policy*

- *Diabetes Policy*
- *Emergency and Evacuation Policy*

- *Enrolment and Orientation Policy*
- *Epilepsy Policy*
- *Excursions and Service Events Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Inclusion and Equity Policy*
- *Interactions with Children Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*
- *Road Safety and Safe Transport Policy*
- *Staffing Policy*
- *Sun Protection Policy*
- *Supervision of Children Policy*
- *Water Safety Policy.*

PROCEDURES

The Approved Provider is responsible for:

- ensuring children are adequately supervised and that educator-to-child ratios are maintained at all times (refer to *Supervision of Children Policy* and *Interactions with Children Policy*)
- ensuring that the Nominated Supervisor and staff members at the service who work with children are advised of current child protection legislation, its application, and any obligations that they may have under that law (Regulation 84)
- ensuring parents/guardians have completed the enrolment form including details of authorised nominees, and permission forms for excursions and administration of medication (refer to *Acceptance and Refusal of Authorisations Policy*, *Delivery and Collection of Children Policy*, *Excursions and Service Events Policy*, *Administration of Medication Policy* and *Dealing with Medical Conditions Policy*)
- ensuring the physical environment at the service is safe, secure and free from hazards for children
- conducting risk assessments for excursions and considering children's safety when leaving the service premises
- ensuring all equipment and materials used at the service meet relevant safety standards (refer to *Service policies* section of this policy)
- ensuring the service is up to date with current legislation on child restraints in vehicles if transporting children (refer to *Occupational Health and Safety Policy*, *Road Safety and Safe Transport Policy*)
- implementing and practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- notifying the Victorian Department of Education and Training (DET) if the service premises is in a state of disrepair or is damaged due to a natural disaster (such as fire or flood) and is a risk to children
- ensuring there are appropriate procedures in place for the safe delivery and collection of children (refer to *Delivery and Collection of Children Policy*)
- ensuring that educators and staff comply with the service's *Road Safety and Safe Transport Policy* and encouraging parents/guardians to do so

- ensuring that the Nominated Supervisor, educators and all staff at the service who work with children are aware that it is an offence to subject a child to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances
- notifying DET within 24 hours of a serious incident (refer to *Definitions*) occurring at the service
- notifying , DET in writing, within 24 hours of becoming aware of a notifiable complaint (refer to *Definitions*) or allegation regarding the health, safety and/or welfare of a child at Alfred Nuttall Memorial Kindergarten
- implementing and reviewing this policy in consultation with the Nominated Supervisor, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy (refer to *Sources*)
- protecting the rights of children and families, and encouraging their participation in decision-making
- ensuring the Nominated Supervisor, educators, staff, contractors, volunteers and students are kept informed of any relevant changes in legislation and practices in relation to this policy.

The Nominated Supervisor is responsible for:

- ensuring that all educators and staff who work with children are aware of this policy, and are supported to implement it in the service
- protecting the rights of children and families, and encouraging their participation in decision-making at the service
- ensuring that all children are adequately supervised at all times (refer to *Supervision of Children Policy* and *Interactions with Children Policy*)
- ensuring they are aware of current child protection legislation, its application and any obligations that they have under the law
- ensuring learning environments are established that provide sufficient space, and include carefully chosen and well-maintained resources and equipment that will help enhance the quality of children’s learning and experiences
- organising/facilitating regular safety audits of the following:
 - emergency equipment
 - playgrounds and fixed equipment in outdoor environments
 - cleaning services
 - horticultural maintenance
 - pest control
- ensuring that all cupboards/rooms are labelled accordingly, including those that contain chemicals and first aid kits, and that child-proof locks are installed on doors and cupboards where contents may be harmful
- ensuring that all contractors/visitors sign in to the visitor’s log book
- ensuring the physical environment at the service is safe, secure and free from hazards for children
- conducting risk assessments for excursions and considering children’s safety when leaving the service premises
- ensuring all equipment and materials used at the service meet relevant safety standards (refer to the *Service policies* section of this policy)
- ensuring the service is up to date with current legislation on child restraints in vehicles if transporting children (refer to *Occupational Health and Safety Policy* and *Road Safety and Safe Transport Policy*)
- implementing and practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- ensuring that educators, staff, parents/guardians follow procedures for the safe delivery and collection of children (refer to *Acceptance and Refusal of Authorisations Policy, Delivery and Collection of Children Policy*)

- ensuring that educators and staff comply with the service's *Road Safety and Safe Transport Policy* and encouraging parents/guardians to do so ensuring that all educators and staff at the service who work with children are aware that it is an offence to subject a child to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances
- implementing and reviewing this policy in consultation with the Nominated Supervisor, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy (refer to *Sources*)
- informing the Approved Provider of any serious incident (refer to *Definitions*) at the service
- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.

Certified Supervisors and other educators/staff are responsible for:

- actively supervising children at all times (refer to *Supervision of Children Policy* and *Interactions with Children Policy*)
- maintaining learning environments that provide sufficient space, and include carefully chosen and well-maintained resources and equipment to ensure a safe environment
- maintaining a regular cleaning schedule for all equipment to avoid cross-infection (refer to *Hygiene Policy*)
- maintaining a clean environment daily, and removing tripping/slipping hazards as soon as these become apparent (refer to *Occupational Health and Safety Policy*)
- conducting a daily check of the building, ensuring all children are signed out of the service, doors and windows are closed and locked, and appliances are switched off etc. A written record of the daily check should be kept, signed by an educator and filed for future reference
- educating and empowering children to talk about events and situations that make them feel uncomfortable
- ensuring the physical environment at the service is safe, secure and free from hazards for children
- conducting risk assessments for excursions and considering children's safety when leaving the service premises (refer to *Excursions and Service Events Policy*)
- ensuring all equipment and materials used at the service meet relevant safety standards
- complying with the service's *Road Safety and Safe Transport Policy*
- implementing and practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- following procedures for the safe delivery and collection of children (refer to *Delivery and Collection of Children Policy*)
- ensuring that children at the service are not subjected to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances
- notifying the Nominated Supervisor or the Approved Provider immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at Alfred Nuttall Memorial Kindergarten
- informing the Approved Provider of any serious incident (refer to *Definitions*) at the service
- implementing and reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, contractors and parents/guardians
- undertaking appropriate training and using relevant resources to implement this policy (refer to *Sources*)
- protecting the rights of children and families, and encouraging their participation in decision-making
- keeping up to date and complying with any changes in legislation and practices in relation to this policy.

Parents/guardians are responsible for:

- reading and complying with this policy

- reporting any concerns regarding child safety or wellbeing to the Nominated Supervisor
- abiding by the service's *Code of Conduct*
- familiarising themselves with the service's *Road Safety and Safe Transport Policy*.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

PROCEDURES SPECIFIC TO ALFRED NUTTALL MEMORIAL KINDERGARTEN

Safety

The kindergarten aims to ensure a safe environment for all children, families, staff and visitors. Staff are familiar with general safety expectations and enforce these appropriately.

Staff are to hold current first aid certificates.

1. In the interests of health and safety, the kindergarten is a tobacco, alcohol and drug free environment.
2. Emergency evacuation exits are to be kept clear at all times.
3. Kindergarten children are not permitted in the kitchen at any time.
4. Children are to be supervised at all times, inside and outside. During kindergarten sessions, staff are responsible for the health and safety of each child.
5. Fire drills will be practised to ensure efficient evacuation procedure.
6. Children will be instructed in road safety measures and supervised adequately when away from the kindergarten (eg excursion). Committee and staff promote road and pedestrian safety education.
7. Fire extinguishers are to be checked annually by Council and staff are to be familiar with the purpose and use of extinguishers.
8. A safety monitor of all equipment and the building is carried out regularly by the Nominated Supervisor of the kindergarten.
9. After the commencement of the session the front door will be closed.
10. Storage facilities which are secure and inaccessible to children are provided for cleaning materials, medicines, tools, toiletries and first aid equipment.

Non Smoking Policy

Alfred Nuttall Memorial Kindergarten aims to provide its employees, children and other users of the service with a healthy work environment. Smoking is therefore not permitted anywhere within the service, playgrounds or anywhere else on the premises. The non-smoking policy is an integral part of our health and safety policies. Non-smoking signs will be displayed at the front of the Kindergarten.

For information, advice and support on creating a smoke-free workplace contact:

- Quit Victoria on 13 78 48 or go to www.quit.org.au
- The Department of Human Service's Tobacco Information Line on 1300 136 775 or go to www.health.vic.gov.au/tobaccoreforms/workplaces.

Drug and Alcohol Free Environment Policy

Alfred Nuttall Memorial Kindergarten is a drug and alcohol free environment. Educators, staff and volunteers must not consume alcohol while caring for children or be affected by alcohol or drugs which may impair their capacity to provide education and care to children. Events at the Kindergarten for children with their families will be alcohol free events.

Pest Control

Staff members, educators, parents and volunteers are required to notify the Nominated Supervisor or Approved Provider if they observe any pest (mice, rats, spiders, cockroaches, ants) at the Kindergarten. The Nominated Supervisor or Approved Provider will contact the Children's Services or Facilities Department at the City of Darebin so that the matter can be attended to. The City of Darebin also liaises with the Kindergarten on a regular basis to determine if there have been any concerns with pest control. Treatment of pests at the Kindergarten will need to be done with the consideration of the health and safety of children, families and staff and using environmentally friendly methods.

Hot Drinks

Scalds and burns from hot liquids are a common cause of hospital admission in 0 to 4 year olds. A child's skin is thinner and more sensitive than an adult's and will therefore experience a more severe burn (refer to *Sources: Kidsafe fact sheet*). Children's natural curiosity, impulsiveness, mode of reaction and lack of experience in assessing danger are contributing factors to the vulnerability of children at this age.

Common scenarios that can lead to a child being scalded include when a child pulls a cup of tea, coffee or hot water from a table or bench, or when a child runs into a person holding a hot drink resulting in the hot drink spilling over the child's body.

The consumption of lukewarm drinks or the use of lidded cups/mugs in areas accessed by children should be considered with caution, as this is not necessarily a safe practice and might give the impression that it is acceptable to consume hot drinks around children.

While children are present, hot drinks cannot be brought into the Kindergarten playroom or playground. Parent's consumption of hot drinks when children are present is permissible only during social occasions with responsibility and due care to be exercised by parents.

General guidelines

The Approved Provider, Nominated Supervisor and all staff are responsible for:

- ensuring that hot drinks are only prepared and consumed in areas inaccessible to children, such as the kitchen, staffroom and office
- ensuring that hot drinks are not consumed in, or taken into or through, children's rooms, outdoor areas or any other area where children are in attendance or participating in the program
- informing parents/guardians on duty, visitors to the service, students, volunteers and any other person participating in the program of the service's hot drink procedures and the reasons for such procedures
- ensuring that children enrolled and participating in the program do not have access to areas of the building that are likely to be hazardous, including the kitchen, staffroom and office
- ensuring that parents/guardians attending the service actively supervise children in their care who are not enrolled in the program, including siblings
- ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service
- educating service users about the prevention of burns and scalds by providing relevant information (refer to *Sources: Burns and scalds – children and Kidsafe fact sheet*), including appropriate first aid for scalds
- implementing safety procedures in relation to hot drinks at service events occurring outside operational hours, including:
 - offering alternative drinks for adults e.g. juice, water or iced coffee
 - safely locating urns, kettles and power cords out of reach of children
 - preparing and consuming hot drinks in an area inaccessible to children
 - ensuring a person with current approved firstaid qualifications is in attendance for social events held outside operational hours.

Dog Safety

To ensure children and adult safety and confidence in the Kindergarten environment, this policy outlines expectations and requirements when dogs are brought to Kindergarten:

- Dogs are to be kept on a leash and under control at all times
- Dogs are not to be brought inside the kindergarten front gate
- Dogs can be secured in the driveway area to the east side of the kindergarten's front garden
- Any faeces deposited by a dog in this area must be disposed of by the dog's owner
- Aggressive or nervous dogs should not be brought to Kindergarten

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to child safety concerns
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

ATTACHMENTS

- Attachment 1: Safe use of chemicals
- Attachment 2: Maintenance Procedures
- Attachment 3: Cleaning Procedures
- Attachment 4: City of Darebin Procedures
- Attachment 5: Cleaning Schedule
- Attachment 6: Safety Checklist

ATTACHMENT 1 – Safe Use of Chemicals

The Kindergarten is committed to maximising the safety of staff, volunteers and parents who may handle chemicals at the centre and to minimise negative environmental effects of chemicals used at the centre. While considering effectiveness and cost, the Kindergarten aims to use environmentally safe products.

1. Cleaning chemicals used will be those identified on the list endorsed by the committee for use at the centre.
2. All chemicals will be safely stored
3. All chemicals will be handled in such a way as to minimise risk or spread of that chemical
4. Procedures will be developed to ensure that there are no indoor or outdoor environmental risks from chemical use
5. Up to date poisons information will be kept on site
6. All chemicals will be stored out of the reach of children and in a clearly labelled container
7. No chemical will be stored in a container that was previously used for food or drink and vice versa

8. If the original container is unsuitable, chemicals will be stored in a container recommended by the manufacturer and labelled with the relevant information such as

Name, Toxicity Level, Expiry Date, Recommended emergency procedures

9. All chemicals will be disposed of in accordance with guidelines attained from our local government authority

10. All chemical will be used following the manufacturer's instructions for mixing, strength and application.

11. Safety instructions will be particularly adhered to , for instance, bleach and chlorine will be added to water not vice versa

12. Chemicals will not be mixed except where instructed by the manufacturer

13. Gloves should be worn when handling chemicals or hands washed afterwards, particularly before tending to children.

14. Material Data Safety sheets will be available for chemicals in use.

Chemicals List :

- Dishwashing Powder – dishwasher
- Dishwasher Rinse Aid – dishwasher
- Dishwashing Liquid – dishwashing, playroom
- Multi Purpose Cleaner – hard surface cleaning – greasy/difficult cleaning
- Cream Cleanser
- Disinfectant – hard surfaces, bathrooms, floors
- Glass Cleaner
- Hand Wash
- Bleach – Blood Spills
- Mineral Turpentine – Cleaning Paint
- Linseed Oil – Oiling wooden equipment
- Whiteboard Cleaner

ATTACHMENT 2- Maintenance Procedures

ANMK is responsible for providing a safe, compliant and effective learning environment for children, teachers, families and all visitors.

Building/Maintenance

The City of Darebin is responsible for all major and minor buildings works including land, fences, buildings, fixtures and fittings. Annual inspections are conducted each year to determine projects for the following year's budget. Urgent and regular maintenance requirements are reported to the Nominated Supervisor or Approved Provider who will then contact Children's Services or the Facilities Department at the City of Darebin.

The Approved Provider is responsible for all furniture, equipment and garden purchases and maintenance. The Approved Provider oversees and administers the development and maintenance of the Kindergarten facilities and grounds and must obtain three quotes for all major works for committee decision making.

The Approved Provider and Nominated Supervisor shall ensure that appropriate procedures are in place for:

- Planning and management of all Kindergarten facility development and maintenance, including

care of grounds.

- Meeting all regulatory and compliance requirements
- Obtaining approvals from the Council and DET as required.
- Kindergarten site health and safety issues related to facility development and maintenance

All design work will take into consideration the requirements of:

- Teaching and learning - in particular the contribution to providing positive learning outcomes for children, whilst also acknowledging the needs/aspirations of the families/educators at the Kindergarten.
- Legislative and regulatory compliance - in particular Health and Safety.
- Cost, practicality and achievability
- Long term appropriateness of the solution

Unless work is urgent, it is preferable that work is to be done outside of child contact session time. If work must be done during these times, suitable safety considerations and OHS requirements must be in place.

Schedule of service responsibilities:

- Maintaining lawns and ground
- Window cleaning
- Playground equipment maintenance and replacement
- Carrying out any repairs to equipment and furniture
- Cleaning of the premises, fixtures and fittings

Schedule of council responsibilities:

- Carrying out any repairs to the building
- Cleaning out gutters and drains
- Cleaning roof
- Maintaining and replacing window and door catches
- Plumbing and electrical work eg blocked toilets, changing light bulbs etc
- Fence repairs

- Maintaining and replacing bark chips and sand
- Re-glazing windows following breakages
- Capital Works

Garden/Working Bees

Lawn mowing and general maintenance of the garden is the responsibility of the Approved Provider. Working Bees will be held once per term. Families will be rostered to one working bee during the year. Dates of working bees for the year are advertised to families before allocation. A letter will be attached to the roster handed out in first term, advising families that there are options available if they cannot attend a working bee. A maintenance levy can be paid in lieu of attendance, families can swap to another working bee or jobs to be done at home or at another time will be advertised in the newsletter when available. Two weeks prior to the date of the working bee, families will be sent a reminder note via the children's pockets and also via email. An RSVP will be required before the rostered day. A parent will be rostered on as the coordinator for the working bee if the Nominated Supervisor cannot attend. Committee Members will be exempt from attendance at working bees.

Insurance

The Kindergarten Management Committee is responsible for maintaining and updating insurance policies regarding work cover, fire (contents), voluntary workers off premises, burglary, loss of money, plate glass and accidental damage.

The City of Darebin is responsible for the insurance of lands and buildings, permanent fixtures and fittings.

The Department of Education and Training is responsible for the insurance for public liability, professional indemnity, director's and officer's liability and personal accident insurance for volunteers.

ATTACHMENT 3- Cleaning procedures

Cleaner

The Kindergarten contracts a cleaner who cleans on a bi-weekly basis, once mid-week and once over the weekend.

The duties include:

- Vacuum all carpets including the office
- Clean toilets and sinks in both the children's and adult's toilets
- Arrange furniture and clean tables
- Sweep floors and clear for cleaning
- Mop all floors
- Clear leaves, sand and tanbark off artificial grass
- Clear sandpit decking
- Clear paths in playground
- Clear under mats at front door and back steps

During term breaks the cleaner will be allocated additional specific tasks to be completed. The cleaner will be notified 2 weeks in advance if there are to be any meetings/gatherings on weekends so that he/she can work around those times.

Equipment/Areas to be cleaned regularly includes:

Tables – cleaned before and after snack time.

Toilets, basins and surrounding floors are cleaned and disinfected after each session and the bathroom floor mopped at the end of the day

Floors – daily sweep. Bi-weekly mop.

Microwave – wipe clean after each use.

Fridge – Wipe spillages immediately. Clean thoroughly at end of term.

Cupboards – Wipe spillages immediately. Remove all articles and clean thoroughly at end of year.

Oven. – wipe clean after each use.

Benches, sink and trolley – wiped down after use.

Rubbish bins in the locker and kitchen areas are emptied daily and rubbish bins in the playroom are emptied twice weekly. Rubbish bins are washed regularly

Any animal, bird or livestock kept on the premises is maintained in a clean and healthy condition

CLEANING SCHEDULE

Per year : toys, puzzles / oiling blocks and boards / kitchen cupboards

Per term : fridge and oven / home corner / rubbish bins / sheds / furniture / storerooms

Per week : as per staff and cleaner's duties

ATTACHMENT 4: City of Darebin Procedures

Maintenance Issue Identified

Urgent maintenance request

(For example – gas leak, fallen trees, no water etc which is placing children / staff at risk i.e.)

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Report Immediately

Call the children's services contact

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If this person is not contactable , please contact facilities directly.

Standard maintenance request

(For example; loose hinges on cupboards, broken light, etc)

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Complete Facility Maintenance Request form and email to:
the City of Darebin

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You will receive a confirmation email within 2 days with an
expectant time frame for repairs on it.

PO Box 91, Preston, Vic 3072

Facility Maintenance Request Form

Request Date:

274 Gower Street, Preston, Vic 3072

TYPE OF MAINTENANCE REQUIRED: (*Tick appropriate box*)

BUILDING / GARDEN / PLAYGROUND

NAME OF PROGRAM:

ADDRESS:

EMAIL ADDRESS:

CONTACT NAME: Phone:

DETAILS OF REQUEST:

Capital Works

Any proposed plans for Capital Works must be approved by the City of Darebin by completing the required forms and lodging them with Children's Services.

ATTACHMENT 5 – Cleaning ScheduleCleaning Schedule

	Per Term	Per Year
• Pasting Trolley		
• Storeroom		
• Home Corner		
• Sheds		
• Under Sink		
• Door Straps		
• Blocks		
• Tables/Chairs		
• Heater		
• Air Conditioners		
• Kitchen		
• Office		
• Easels, Racks etc		
• Bins		
• Pasting Table		
• Lockers		
• Parent Library		
• Furniture, Shelves etc		
• Cleaners Cupboard		
• Walls		
• Posters etc		
• Clay Bin		
• Stereo etc		
• First Aid		

ATTACHMENT 6 – Safety Checklist

Service: _____

Date: _____

Inspected by: _____

Hazard	Yes	No	Comments
1. Floors			
Surface is even and in good repair			
Surface is free from tripping and slipping hazards (e.g. oil, water, sand)			
Surface is safe (e.g. not likely to become excessively slippery when wet)			
2. Kitchen and work benches			
Work bench space is adequate and at comfortable working height			
Kitchen and work bench space is clean and free of clutter			
Equipment not in use is properly stored			
Lighting is satisfactory			
A door or gate restricts child access to the kitchen			
Ventilation fan is in good working order			
Kitchen appliances are clean and in good working order			
3. Emergency evacuation			
Staff have knowledge of fire drills and emergency evacuation procedures			
Fire drill instructions are displayed prominently in the service			
Regular fire drills are conducted			
Extinguishers are in place, recently serviced and clearly marked for type of fire			
Exit signs are posted and clear of obstructions			
Exit doors are easily opened from inside			
4. Security and lighting			
Security lighting is installed in the building and car park			
There is good natural lighting			
There is no direct or reflected glare			
Light fittings are clean and in good repair			
Emergency lighting is readily available and operable (e.g. torch)			

5. Windows			
Windows are clean, admitting plenty of daylight			
Windows have no broken panes			
6. Steps and landings			
All surfaces are safe			
There is adequate protective railing which is in good condition			
7. Ladders and steps			
Ladders and steps are stored in a proper place			
Ladders and steps are free of defects (e.g. broken or missing rungs etc.)			
They conform to Australian Standards			
They are used appropriately to access equipment stored above shoulder height			
8. Chemicals and hazardous substances			
All chemicals are clearly labelled			
All chemicals are stored in locked cupboard			
Material Safety Data Sheets (MSDS) are provided for all hazardous substances			
9. Storage (internal and external)			
Storage is designed to minimise lifting problems			
Materials are stored securely			
Shelves are free of dust and rubbish			
Floors are clear of rubbish or obstacles			
Dangerous material or equipment is stored out of reach of children			
10. Manual handling and ergonomics			
Trolleys or other devices are used to move heavy objects			
Heavy equipment (such as planks and trestles) is stored in a way that enables it to be lifted safely			
Adult-sized chairs are provided and used for staff (to avoid sitting on children's chairs)			
Workstations are set up with the chair at the correct height			
Workstations are set up with phone, mouse and documents within easy reach and screen adjusted properly			
Work practices avoid the need to sit or stand for long periods at a time			
11. Electrical			
There are guards around heaters			

Equipment not in use is properly stored			
Electrical equipment has been checked and tagged			
Use of extension leads, double adaptors and power boards are kept to a minimum			
Plugs, sockets or switches are in good repair			
Leads are free of defects and fraying			
Floors are free from temporary leads			
There are power outlet covers in place			
12. Internal environment			
Hand-washing facilities and toilets are clean and in good repair			
There is adequate ventilation around photocopiers and printers			
13. First aid and infection control			
Staff have current approved first aid qualifications and training			
First aid cabinet is clearly marked and accessible only to staff			
Cabinet is fully stocked and meets Australian Standards (refer to <i>Administration of First Aid Policy</i>)			
Disposable gloves are provided			
Infection control procedures are in place			
Current emergency telephone numbers are displayed			
14. External areas			
Fencing is secure, unscalable and of a height prescribed by the Building Code of Australia (no breaches in the fence or materials left adjacent that would assist children to scale the fence)			
Child-proof locks are fitted to gates			
Paving and paths have an even surface and are in good repair			
Paving and path surfaces are free of slipping hazards, such as sand			
Soft-fall and grass areas are free of hazards			
Equipment and materials used are in good repair and free of hazards			
15. Equipment			
Furniture and play equipment are in good repair (no protruding bolts, nails, splinters)			
Impact-absorbing material is placed under all equipment where fall height could exceed 0.5 metres			

Guardrails are provided for play equipment over 1 metre			
16. Sun protection			
There is an adequate supply of SPF 30+ broad spectrum, water-resistant sunscreen provided for use by children and staff			
Sunhats are provided (or an allowance provided) for all staff required to work in the sun			
There is a <i>Sun Protection Policy</i> in place, which requires staff and children, and others who work in the sun to use sunscreen and an appropriate sunhat			