

PHYSICAL ENVIRONMENT POLICY

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1 NQS

QA2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
QA3	3.1.1	Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose
	3.1.2	Premises, furniture and equipment are safe, clean and well maintained
	3.1.3	Facilities are designed or adapted to ensure access and participation by every child in the service and to allow flexible use, and interaction between indoor and outdoor space.
	3.2.1	Outdoor and indoor spaces are designed and organised to engage every child in quality experiences in both built and natural environments.
	3.2.2	Resources, materials and equipment are sufficient in number, organised in ways that ensure appropriate and effective implementation of the program and allow for multiple uses
QA6	6.1.1	There is an effective enrolment and orientation process for families
	6.1.2	Families have opportunities to be involved in the service and contribute to service decisions
	6.1.3	Current information about the service is available to families
	6.2.1	The expertise of families is recognised and they share in decision making about their child's learning and wellbeing.
	6.2.2	Current information is available to families about community services and resources to support parenting and family wellbeing.
	6.3.1	Links with relevant community and support agencies are established and maintained.
	6.3.2	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.
	6.3.3	Access to inclusion and support assistance is facilitated
	6.3.4	The service builds relationships and engages with their local community.

2 National Regulations

Regs	182	Tobacco, drug and alcohol free environment
	156	Relationships in groups
	103	Premises, furniture and equipment to be safe, clean and in good repair
	104	Fencing and security
	105	Furniture, materials and equipment
	106	Laundry and hygiene facilities
	107	Space requirements—indoor
	108	Space requirements—outdoor space
	109	Toilet and hygiene facilities
	110	Ventilation and natural light
	111	Administrative space
	112	Nappy change facilities
	113	Outdoor space—natural environment
	114	Outdoor space—shade
	115	Premises designed to facilitate supervision
	116	Assessments of family day care residences and approved family day care venues
	117	Glass (additional requirement for family day care)
	73	Educational programs

	74	Documenting of child assessments or evaluations for delivery of educational program
	75	Information about the educational program to be kept available
	76	Information about educational program to be given to parents
	80	Weekly menu
	86	Notification to parents of incident, injury, trauma and illness
	99	Children leaving the education and care service premises
	102	Authorisation for excursions
	111	Administrative space (centre-based services)
	168(2)(k)	Policies and procedures are required in relation to enrolment and orientation
	171	Policies and procedures to be kept available

3 EYLF

LO2	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
	Children respond to diversity with respect
	Children become socially responsible and show respect for the environment
LO4	Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
	Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
	Children transfer and adapt what they have learned from one context to another
	Children resource their own learning through connecting with people, place, technologies and natural and processed materials

4 Aim

To provide a physical environment that is safe, appealing, constructive, well-maintained and welcoming to all individuals who use it.

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, South Coast Workers Child Care Centre, Kids Uni After School Care and Vacation Care (also known as Kids' Uni OOSH).

5 Related Policies

- Additional Needs Policy (CHI-ADM-POL-003)
- Animal and Pet Policy (CHI-ADM-POL-006)
- Administration of Authorised Medication Policy (CHI-ADM-POL-004)
- Emergency Management and Evacuation (CHI-ADM-POL-020)
- Enrolment Policy (CHI-ADM-POL-022)
- Health, Hygiene and Safe Food Policy (CHI-ADM-POL-030)
- Incident, Injury, Trauma and Illness Policy (CHI-ADM-POL-034)
- Orientation for Children Policy (CHI-ADM-POL-041)
- Relationships with Children Policy (CHI-ADM-POL-050)
- Tobacco, Drug and Alcohol Policy (CHI-ADM-POL-058)

Sleep, Rest, Relaxation and Clothing Policy (CHI-ADM-POL-052)

Staffing Arrangements Policy (CHI-ADM-POL-055)

Technology Usage Policy (CHI-ADM-POL-057)

6 Who is affected by this Policy?

Children, Families, Educators, Management

7 Implementation

- 7.1 In relation to our physical environment, the service will provide an environment that fosters children's learning, development and safety and the safety of others in the environment by:
- i. Providing appropriately sized furniture and equipment in both the indoor and outdoor settings for the age ranges represented in the service.
 - ii. Providing challenges in relation to indoor and outdoor elements in the environment to encourage appropriate challenges and risk taking as per each child's developmental level.
 - iii. Providing an environment that is well organised so children, educators and others in the environment can generally move around without having to disrupt other children's activities.
 - iv. Incorporating any specific requirements of children with additional needs as seamlessly as possible.
 - v. Incorporating soft fall material into our environment and placing any climbing play equipment and slides on soft fall materials.
 - vi. Indoor and Outdoor play environments will have a safety check conducted by educators every day prior to commencement of use. Any hazards will be fixed, removed or reported prior to children accessing the area to ensure the risk is minimised.
 - vii. Providing an environment that allows children in various moods to exist in the same space (e.g. quiet play areas and loud play areas)
 - viii. Providing experiences for children to interact with nature by including natural elements (e.g. plants, trees, gardens, rock, mud or water) in our outdoor environment
 - ix. Providing adequate and ongoing training for new and existing educators in relation to the children's learning and relevant safety considerations.
 - x. As part of our sun protection strategy, providing adequate shading as per the recommendations of recognised authorities.
 - xi. Establishing the environment to allow children to be appropriately supervised at all times.
 - xii. Fencing the area in order to provide safety.
 - xiii. Engaging the children in a wide variety of indoor and outdoor experiences.
 - xiv. Enabling the children to access appropriate furniture, resources, materials, toys and equipment. These resources will be adequate in number for the amount of children attending our service and be developmentally appropriate.

- xv. Providing an environment where children can explore, solve problems, create, construct and engage in critical thinking that is developmentally appropriate for the ages represented in the service.
- xvi. Providing an environment that allows children to engage in activities independently or work in small groups and access resources independently.
- xvii. Providing an environment that encourages large and small groups and independent activities.
- xviii. Providing an environment that incorporates commercial, natural, recycled, home-made and real resources that can be used in a variety of ways to encourage children's learning.
- xix. Providing adequate and accessible hand-washing, toileting, eating and sleeping facilities as per the amount of children attending our service. In relation to toileting and hand-washing, these will be accessible from both our indoor and outdoor environments.
- xx. The service will provide adequate and appropriate hygienic facilities for nappy changing. There are properly constructed nappy changing benches at the service. The nappy change facilities are designed, located and maintained to ensure that children cannot access them without being directly supervised.
- xxi. Establishing an environment that incorporates natural and artificial lighting, appropriate ventilation, heating and cooling and fresh air.
- xxii. Provide appropriate areas for food preparation.
- xxiii. Provide quiet areas where children can sleep or rest.
- xxiv. Providing a space for administrative functions, consultation with children's parents and for private conversations to take place.
- xxv. Ensuring children's safety by ensuring that power points not in use have safety caps, all power-boards are out of reach of children and all electrical cords are secured.
- xxvi. Discussing with children the safety aspects of using toys and equipment. When circumstances allow, we will involve the children in setting these rules.
- xxvii. Communicating with families about the latest available safety information and making the information available to families.
- xxviii. Compiling details of maintenance logs and records of building and equipment.
- xxix. Ensuring all equipment, including resources, equipment, car seats, booster seats etc meets relevant Australian Standards and educators are trained in correct maintenance and assembly.

8 Service Ventilation

- 8.1 Ensuring that the service is well ventilated is important. Opening windows and doors for some periods each day will allow fresh air into rooms, and provide service's with cross-ventilation. This is essential for a healthy environment. Ventilation is particularly important in winter when the service tends to be closed and heated.
- 8.2 All heating and cooling units must be adequately secured and guarded to prevent injury to children through contact with hot surfaces of moving parts or the emission of any sparks or flames.

9 Arrangement for Laundering of Soiled Items

- 9.1 The laundry area includes a washing machine with hot & cold water supply for the laundering of soiled cloths, linen, tablecloths, bids and washers etc.
- 9.2 Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.

10 Choosing Appropriate Resources and Equipment

- 10.1 The Approved Provider will be ultimately responsible for any large purchases of equipment. The Nominated Supervisor is responsible for the daily running purchases of the service.
- 10.2 Educators will compile a list for the Nominated Supervisor of equipment which needs maintenance on a prioritised basis, twice annually.
- 10.3 Resources and equipment will be chosen to reflect the cultural diversity of the service's community and the cultural diversity of contemporary Australia, including the incorporation of the Aboriginal and Torres Strait Islander community.
- 10.4 The service will actively seek the input of parents/guardians regarding toys and equipment at the service.
- 10.5 All new equipment will be checked against Australian Safety Standards.
- 10.6 Children will be carefully introduced to new toys & pieces of equipment and taught how to use and care for them appropriately.
- 10.7 Equipment that should only be used under supervision will be stored in a safe place pursuant to the relevant policies.
- 10.8 The use of water troughs 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.
- 10.9 Children will only use a trampoline whilst under the direct supervision of an adult educator.
- 10.10 Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition.
- 10.11 All equipment purchased for the service will be within budget limitations.

11 Rearranging, Adding or Removing Furniture

- 11.1 The service will keep a record of any changes that are made to the physical environment of the service, such as renovations.
- 11.2 The service will document the links between the arrangements and choice of resources and equipment and the children's learning.

12 Ongoing Maintenance

- 12.1 The service will consistently reflect on its environment and put in place a plan to ensure that the environment continuously reflects our ideology of providing an environment that is safe, stimulating and engaging for all who interact with it.
- 12.2 The Nominated Supervisor will document required maintenance with administration in a maintenance plan/log for the service as required. This will then be implemented throughout the year in accordance with priority, hazard removal, safety precautions and any relevant policies.
- 12.3 It is the responsibility of the WHS committee to complete a building safety checklist of the service and its grounds bi-annually and ensure any work deemed necessary is done to Australian standards. The Approved Provider/Nominated Supervisor will also ensure that the service and its grounds comply with Local Government and BCA regulations in regards to fire ventilation, natural and artificial lighting and safety glass.
- 12.4 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.

13 The Children's Groupings

- 13.1 Our service groups the children throughout the day in rooms according to their age and/or developmental stage. Within that space, there are a variety of different learning areas and opportunities for play experiences.
- 13.2 Our outdoor environment provides opportunities for intentional teaching and spontaneous play.

14 The Sleeping Environment

- 14.1 The layout of the room is extremely important and should be considered. The cots and beds should be positioned as to encourage a calm and relaxing environment. They should also be separated by a minimum of 300mm to reduce the possibility of cross-infection.
- 14.2 Cots and beds should be regularly checked that all bolts and fittings are secure and safe.

15 Beds and Cots

- 15.1 Beds should be located in an area that is easy to access for all educators and other staff. The beds should be stored in a dry area. It is important educators and other staff can move the beds in a safe manner.
- 15.2 Beds should not be placed on high shelves or in unstable or difficult to reach stacks.

16 Children's Bathroom

- 16.1 Supervision in the bathroom is important when in use. Educators and other staff should also encourage children to follow hygiene practices.
- 16.2 Educators and other staff should clean the bathroom at least once a day. Bathroom floors should always be mopped when excessively wet or dirty in addition to the normal cleaning routine.

- 16.3 Signage is to be used after mopping to ensure that the child/ren, educators and other staff and families are warned that the floor is wet.

17 Safety Checks

- 17.1 A daily inspection of the premises will be undertaken before children begin to arrive. This inspection will include the:
- i. Perimeters
 - ii. Fences
 - iii. Gates
 - iv. Paths
 - v. Buildings
 - vi. All rooms accessible by children
 - vii. Fixed equipment.
- 17.2 This must to be done in order to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous flora and fauna.
- 17.3 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.
- 17.4 Trees in the grounds must be checked regularly for overhanging, dead or dangerous looking branches as well as check for any infestations or nests.
- 17.5 In regards to non-fixed play equipment in the service grounds it can be no more than one metre high and will not obstruct the sightlines of supervisory educators.
- 17.6 The service will also regularly have pest inspections carried out by an accreditation 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.
- 17.7 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 the Approved Provider/Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

18 Checklist – Outdoors

Building maintenance	Regularly maintain and check for hazards, check building is in a safe, clean and hygienic condition. Records of any damages and subsequent repairs are kept.
Doors	Are in correct working order.
Dust mites, pet allergens	regular dusting and vacuuming
Fences	Outdoor play areas are securely and effectively fenced on all sides from roads, water hazards, and driveways. Maintain fences have correct height. Install childproof self locking devices on gates
Garbage–	safe and prompt disposal. Use lidded secure bins that prevent child access and maintain in a clean and safe condition. Encourage recycling
Garden	Garden and renovation debris removed. Regularly trim branches and bushes

Garages and sheds	keep locked.
Heating, cooling, ventilation, lighting	comfortable, safe, maintained, guarded and are kept out of reach of children.
Hygienic	regularly cleaned and maintained conditions protect against vermin, bacteria, mildew, lead, asbestos and other dust allergens
Non-slip	floors, stairs, steps, grounds and nonporous indoor floors for easy cleaning.
Renovation	dangers e.g. lead, asbestos, holes and excavations – reduce risks.
Pesticide	residue - dangerous chemicals should not be used to remove vermin
Safety glass	is installed according to the Australian Standards on all glass doors and windows accessible to children, and safety decals on both sliding doors and plate glass doors at child and adult eye level.
Security	- minimising unauthorised access with appropriate fencing and locks.
Spills	– clean away as they occur.
Under Service access	(including buildings on stilts and footings) – lock or block access.
Window fly screens	securely fitted, maintained and permanent.

19 Checklist – Indoors

Access for children and adults with disability	ensure safe access into, within and out of the service, security, toilet and washing facilities, and check for hazards for wheelchairs and people with impaired sight, hearing or mobility.
Children at risk	maintain extra security and supervision for children at special risk.
Choking hazards	e.g. small toy parts, beads, nuts, blind and curtain cords, plastic bags, sandwich bags and balloons. Decorations and children's artwork – do not place near ceiling fans, air conditioners or heaters. Avoid use of tacks, pins, and staples.
Emergency evacuation	develop an evacuation plan and emergency contact numbers display, inform families, and practice evacuation procedures.
Fire	fire blanket, extinguisher, fire exits, smoke detectors, electrical safety switch.
First aid	kit with approved contents is maintained and accessible. Ensure First Aid certificates are current for relevant educators.
Furniture and nursery equipment.	stable, maintained and meets safety standards
Guard and make inaccessible to Children:	heaters, coolers, fireplaces, stoves, microwaves, power points, and office equipment. Ensure heaters are away from children's cots.
Hazardous indoor and outdoor plants	identify, remove or make inaccessible to children.
Heaters	ensure that children cannot come in contact with hot surfaces. It is preferable to use heating where combustion products are ducted outside. If 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 (the current Kid Safe recommendation is below 43.5°C).
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

Non-slip, non-porous	floors, stairs.
Pets and animals	inform families of pets being kept on premises and plans to obtain new pets. Ensure pets are vaccinated, wormed, don't have fleas, clean, and healthy. Keep pet accessories such as pet food, litter boxes, pet toys away from children. Exclude dogs from children's play areas. Keep children-pet interactions minimal and supervise interaction times
Record details	and notify parents of any child accident.
Safe play rules and adequate play spaces	discourage running indoors and safe furniture layout to avoid collisions.
Safety glass used and installed	according to 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.
Security	ensure all entry doors are locked at all times and place bells on doors.
Smoke free environment	in all areas.
Educators personal items	ensure educator's personal items such as bags, sharp instruments, toiletries and medicines are kept secure and are inaccessible to children.
Store in locked cabinet	any unsafe items, e.g. chemicals, medicines, knives and electrical equipment.
Supervision and visibility of children	ensure children are visible and supervised at all times. High risk areas are children in high chairs, play areas, on change tables, and in nappy change and toilet areas. Have at least two educators on premises at all times with vision of each other and the children, have two educators present or in view when changing nappies or washing children.
Toys	meet safety standards, age appropriate, maintained, and non-toxic

20 Procedure for Removing Injectable Equipment and Used Condoms

- 20.1 If educators and other staff find syringes, needles, spoons, water vials and/or used condoms in the service environment, the following steps are to be followed:
- i. If the children are present then an educator should stay with the item to ensure that no child can touch it.
 - ii. A second educator (or if the children are not present, the educator) is to collect:
 - a. An appropriate PET container or sharps container (non-breakable, non-penetrable, sealed container)
 - b. Gloves
 - c. Long handled tongs
- 20.2 The service must have these items on the premises in preparation for such an event.
- i. The educator who is responsible for disposing of the item must wear gloves and use tongs to pick up the item. Syringes must be picked up from the non-needle end only.
 - ii. Bring the container to the syringe and place next to the syringe.
 - iii. Never hold the container.
 - iv. Use the tongs to place the syringe (needle end first) into the container.
 - v. Cover the container with a lid and take it to a locked, childproof storage cupboard.
 - vi. Sterilise the tongs after use.
 - vii. Dispose of the gloves.
 - viii. Wash your hands.
 - ix. Refer to the Wollongong Council's Disposal Syringe Service pamphlet or contact the First Step Program for disposal on ph 42751529 or contact the Needle Clean-up Hotline on 1800 633 353.
 - x. Contact the local police station and inform them of the incident.
 - xi. Ensure the educators finding the syringe and disposing of it complete an Incident Report Form.
- 20.3 If a person incurs an injury at the service from needle stick, follow these procedures:
- i. Encourage the wound to bleed by gently squeezing it.
 - ii. Wash the affected area then apply dressing.
 - iii. Encourage the person to see their Medical Practitioner or Local Community Health Centre for confidential advice and counselling.

21 Cleaning of Building, Premises, Furniture and Equipment - General Cleaning

- 21.1 The service will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly. Educators will clean the service throughout the day as the need arises.
- 21.2 The service is cleaned daily by the educators and services cleaner. 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.
- 21.3 When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, our service will:
- 21.4 Select and make use of the least hazardous substance or equipment.
- 21.5 Only purchase and make use of substances which have child resistant lids or caps. Educators will ensure that such lids or caps are properly fixed at all times.
- 21.6 Adhere at all times to manufacturer's advice (safety data sheets) and instructions when using products to clean furniture and equipment at the service.
- 21.7 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.
- 21.8 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.
- 21.9 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.
- 21.10 Particularly dangerous and hazardous materials such as pesticides, herbicides, petroleum, kerosene, solvents and equipment which is operated by an engine or hazardous to children, will be stored in a locked facility external to the main building of the service. The facility must have a bonded floor and be inaccessible to children and clearly labelled as storing dangerous substances and/or equipment. Such facilities should be separate from children's play or outdoor environments.
- 21.11 All hazardous containers and equipment should be properly discarded pursuant to local council guidelines.
- 21.12 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.
- 21.13 If bulk chemicals or non-domestic products and quantities are used or stored, they have a Hazardous Substances Register and Risk Assessment in accordance with the WH&S Act and Regulation. This should record product name, application, whether the product is labelled, whether a MSDS (Material Safety Data Sheet) is available, what class risk the chemical is, the

controls for prevention of exposure that are required and what first aid, medical or safety action should be taken if a person is exposed.

- 21.14 The manufacturer's instructions for use, storage, and first aid instructions will be followed and recorded on an MSDS (Material Safety Data Sheet).
- 21.15 The Service should 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.
- 21.16 Appropriate personal protective clothing should be worn pursuant to the manufacturer's instructions when using and disposing of hazardous substances or equipment.
- 21.17 Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 131126, or call an Ambulance on 000.
- 21.18 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.
- 21.19 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.

22 Minimising Potentially Dangerous Substances

- 22.1 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 cloths or paper towel will be used in order to not cross-contaminate areas. Before returning to the children educators will wash and dry hands.

23 Disinfectants

- 23.1 Disinfectants are usually unnecessary as very few germs can survive exposure to fresh air and natural light. In an outbreak situation, the disinfectant to be used within Kids Uni is viraclean or euclypt80. In this situation, for the disinfectant to work effectively, there still needs to be thorough cleaning using a detergent beforehand.
- 23.2 It is more important to ensure surfaces have been cleaned with detergent and warm water than to use a disinfectant. To kill germs, any disinfectant needs:
 - i. A clean surface to be able to get to the germ.
 - ii. To be able to act against those particular germs.
 - iii. To be of the right concentrate.
 - iv. Enough time to kill the germs, this is at least 10 minutes.(Even when all of these conditions are met a disinfectant will not kill all the germs present.)

24 Detergents

- 24.1 The detergent used at Kids Uni is True Blue – Useall. Items cleaned with detergent and water should be air dried.
- 24.2 Cleaning equipment should be stored adequately and out of reach of children.

25 Special Areas for Cleaning – Nappy Change Area

Nappy change areas need to be cleaned after each use with Viraclean or Eucalypts 80. If faecal matter spills onto the area wipe down with Viraclean or Eucalypts 80 and leave to dry.

26 Clothing

- 26.1 Educators clothing should be washed daily. Educators should wear aprons or something similar to cover clothing that cannot frequently be washed.
- 26.2 Educators should also have a change of clothes available in case of accidents.
- 26.3 Dress-up and play clothes should be washed once a week in water and detergent.

27 Toy Cleaning

- 27.1 Educators will regularly clean the children's equipment and toys. Toys, especially in the rooms of the younger children, are to be washed daily so as to avoid the spread of disease.
- 27.2 Educators will wash a toy immediately if it has been sneezed on, mouthed, soiled or if it has been discarded after play by a child who has been unwell. The service will have washable toys for the younger children.
- 27.3 Refer to the following toy cleaning schedule for toys on display in the children's rooms.

28 Recommended Cleaning Materials

- 28.1 Kids Uni South uses fresh water and approved chemicals. These include Viraclean, Eucalypt80, Useall and BlueLazor.
- 28.2 Items must be cleaned in designated areas.
- 28.3 Most toys can be washed with Viraclean or Eucalypts 80, rinsing with clean water. Toys should be air dried.
- 28.4 Wooden Toys should be wiped over with damp paper towel or cloth. Wooden toys may be damaged and expand if immersed in water.
- 28.5 Play Dough - The service will reduce the risk of the spread of disease when playing with play dough by:
 - i. Encouraging hand washing before and after using play dough
 - ii. Storing the play dough in a sealed container in the refrigerator between uses
 - iii. Making a new batch of play dough each week, and
 - iv. If there is an outbreak of vomiting and/or diarrhoea, discarding the play dough at the end of each day during the outbreak.
- 28.6 Rattles and baby toys must not be immersed in water as it can get inside, rendering the toy useless. Wipe thoroughly with hot water or a cloth with Viraclean or Eucalypts 80.

- 28.7 Ride-on Vehicles and Outdoor Toys must be cleaned. Take care not leave them exposed to the elements as this reduces their lifespan.
- 28.8 Puzzles and Games - wooden puzzles as per 'Wooden Toys' above. Cardboard should be wiped over with a slightly damp cloth or paper towel.

29 Sun Protection

- 29.1 For outdoor activities the service will use a combination of sun protection measures whenever **UV Index levels reach 3 and above**. This will include:
 - i. 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.
 - ii. From April to September outdoor activity can take place at any time. However, from 10am – 2pm sun protection is required.
- 29.2 All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and incursions.

30 Shade

- 30.1 All outdoor activities will be planned to occur in shaded areas. Play activities will be set up in the shade and moved throughout the day to take advantage of shade patterns.
- 30.2 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.

31 Hats

- 31.1 Educators and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is:
 - i. Legionnaire hat.
 - ii. Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
 - iii. Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).
- 31.2 Families are encouraged to assist staff during the morning to put hats on children. Whilst on excursion, children and staff will wear hats.

32 Clothing

- 32.1 Families are encouraged to dress children in suitable clothing for the weather. Families are encouraged to provide sun safe clothing; clothing that protects as much of the skin as possible.
- 32.2 When outdoors, educators and children will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:
 - i. Loose fitting shirts and dresses with sleeves and collars or covered neckline.
 - ii. Longer style skirts, shorts and trousers.
- 32.3 Children who are not wearing sun safe clothing can be provided with spare clothing.

- 32.4 Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

33 Sunscreen

- 33.1 Families will be encouraged to apply sunscreen to children on arrival. All educators and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
- 33.2 Sunscreen is stored in a cool, dry place and the use-by-date monitored.
- 33.3 Educators to check children for allergies to sunscreen, in which case, families to provide sunscreen that can be used on their child.

34 Babies

- 34.1 Babies under 12 months will not be exposed to direct sunlight and are to remain in dense shade when outside. They will wear sun safe hats and clothing and small amounts of SPF30+ broad-spectrum water-resistant sunscreen may be applied to their exposed skin.

35 Role Modelling

- 35.1 Educators will act as role models and demonstrate sun safe behaviour by:
- i. Wearing a sun safe hat (see Hats).
 - ii. Wearing sun safe clothing (see Clothing).
 - iii. Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
 - iv. Using and promoting shade.
 - v. Wearing sunglasses that meet the Australian Standard 1067 (optional).
- 35.2 Families and visitors are encouraged to role model positive sun safe behaviour.

36 Education and Information

- 36.1 Sun protection will be incorporated regularly into learning programs. Sun protection information will be promoted to educators, families and visitors. Further information is available from the Cancer Council website www.cancercouncil.com.au/sunsmart.

37 Centre Closure

- 37.1 Two Educators must close the service each night and check the entire premises to ensure that all children and families have departed by checking sign in and out sheets for all rooms. Both educators must sign the sign in and out sheets confirming all children are signed out.
- 37.2 Educators are to use the following procedure at the end of the day:
- i. At the end of each day educators must check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after the service closes.
 - ii. Ensure all children are correctly signed out.
 - iii. Ensure all educators are correctly signed out.
 - iv. All windows and entry points safely secure.
 - v. All necessary equipment turned off.
 - vi. All children's toys are neatly packed away ready for the next day.
 - vii. All food is either discarded or stored correctly.
 - viii. All bins with food in them are taken out to the bin.
 - ix. All cordless phones and mobile phones are on charge.
 - x. All lights are turned off.
 - xi. Sign centre closure check by two educators.
- 37.3 In the case where a parent has omitted to sign their out, and the educators did not witness the child leave the service, the educators must take every step to get in contact with the parent to ensure the child has safely left the service. If unable to contact the family, the educators are to contact other educators present on that day for confirmation that the child has been collected. The Nominated Supervisor is to then be notified before leaving the service.
- 37.4 Individuals visiting our service must also sign in when they arrive at the service, and sign out when they leave. Details of absences during the day must also be recorded.

38 Water Safety

- 38.1 To stop accidents and illnesses relating to water troughs and other water situations our service will:
- i. Remove any items or objects that could be used to climb into the fenced area of a water trough, or water storage unit e.g. chairs, bins, bikes, any overhanging trees.
 - ii. Make sure no child swims in any water without:
 - a. Written permission from a family member to learn water safety and swimming.
 - b. Appropriate educators/child ratios in place.
 - c. Having sufficient numbers of educators present who have first aid or recognised water safety and rescue procedures.
- 38.2 At all times children near water are closely supervised. A child will never be left unattended near any water, and an educator must supervise if children are using water troughs.
- 38.3 Display a Cardiopulmonary Resuscitation (CPR) guide near any water.

- 38.4 Make sure children's play areas are safely fenced off from water hazards such as rivers, dams, creeks, lakes, irrigation channels, wells etc.
- 38.5 Immediately empty all water troughs 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.
- 38.6 Ensure water trough are hygienically cleaned and disinfected appropriately:
 - i. On a daily basis remove leaves and debris, hose away surface dirt and scrub inside with disinfectant.
 - ii. Wash away disinfectant before filling trough.

39 Kitchens

- 39.1 Children must not gain access to any harmful substance, equipment or amenity
- 39.2 The kitchen must have a door, half-gate or other barrier to prevent unsupervised entry by children into the kitchen.
- 39.3 The preparation of bottles for children under the age of 2 years is both safe and hygienic at all times and separate from nappy change area.

40 Inspection and Testing of Electrical Equipment

- 40.1 Services must ensure that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is supplied with electricity through an electrical socket and used in conditions where it could be damaged, including exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.
- 40.2 A record of the testing, which may be a tag attached to the equipment tested, must be kept until the equipment is next tested or disposed of and must specify:
 - i. The name of the tester.
 - ii. The date and outcome of the testing.
 - iii. The date on which the next testing must be carried out.

41 Maintenance of Fire Equipment

All fire equipment at our service will be maintained as per the legal standards. External agencies will be employed to assist the service with this maintenance if no currently employed staff or educators are qualified to complete the maintenance checks.

42 Back Care and Manual Handling

- 42.1 Manual handling means any activity requiring the use of force exerted by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.
- 42.2 Manual handling injuries may be caused by the above 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.
- 42.3 Manual handling injuries also encompass overuse injuries or, as a result of falling during manual handling, bruising or laceration.

- 42.4 As working with children is physically demanding, it is wise to do warm-up exercises for three to five minutes before starting work. This is particularly important during cold periods 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.
- 42.5 In addition, regular exercise such as walking, tennis, golf or aerobics will help condition muscles but anyone with neck, back or muscular problems should see a doctor before exercising.
- 42.6 To help prevent injuries, there are legal requirements for manual handling in the workplace.
- 42.7 The employer, in consultation with staff/educators will:
- i. Provide you annually with training in Manual Handling and Back Care.
 - ii. Display in the staff room written information regarding manual handling and any updates as required.
 - iii. 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.
 - iv. 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.
 - v. Identify, assess and control all risks associated with manual handling in each workplace.
 - vi. Clearly mark any equipment which requires more than one person to lift or move it.
- 42.8 Principles of Preventing Manual Handling Injuries
- i. Eliminate or reduce the amount of manual handling.
 - ii. Reduce the amount of bending, forward reaching, and twisting, in all tasks.
 - iii. Reduce worker fatigue.
 - iv. Keep all equipment in good working order.
 - v. Keep the workplace environment safe.
- 42.9 To help prevent manual handling injuries:
- i. Kneel down rather than bend down. For example, helping a child to put their shoes on.
 - ii. Sit down rather than bend. For example, if a child needs comforting, sit down on the floor and encourage the child to sit on your lap.
 - iii. Sit in an appropriate sized chair or on the floor. A suitable chair allows an adult to sit with upper legs horizontal to hips and feet flat on the floor.
 - iv. Carry children only when necessary. The correct way to carry a child is with one arm under the child's buttocks and the other arm supporting the child's back. At the same time, hold the child facing you, as close to your body as possible. *Adults should try to avoid carrying a child on their hip because this can strain the back.*
 - v. When lifting awkward loads, be careful to lift with a balanced and comfortable posture.
 - vi. Minimise the need to reach above shoulder level. If necessary use a step ladder.
 - vii. Avoid extended reaching forward. For example, leaning into low equipment boxes.
 - viii. Share the load if the equipment is heavy, long or awkward.
 - ix. To lift a child out of a cot, lean against the cot and raise the child as close as possible to your body. Do not stretch over and lift.

- x. 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.
 - xi. Where possible, rearrange surroundings to meet the needs of both children and adults. Remember these needs when buying furniture and equipment or upgrading facilities.
 - xii. Use equipment and furniture that can be moved around as safely and easily as possible.
 - xiii. To complete lengthy writing tasks, e.g. program planning, sit at an appropriate adult sized chair at an adult sized table.
 - xiv. Larger children to climb up steps/ladder provided to change table.
- 42.10 Many injuries result from twisting while lifting. To avoid this:
- i. Move equipment when children are not around.
 - ii. Rearrange storage so that it is easier and safer to replace and remove items.
 - iii. Lift only within the limits of your strength.
 - iv. Use beds and equipment that are easy to move.
 - v. Make sure you can see where you are going when carrying equipment or children.
 - vi. Be especially careful when lifting a child with special needs.
- 42.11 Avoid accidents with careful housekeeping. Good housekeeping means fewer accidents. Check that:
- i. The floors and other walking surfaces are uncluttered, even and non-slippery.
 - ii. The workplace is tidy.
 - iii. There is adequate space to perform each task.
 - iv. Equipment is maintained regularly.
 - v. Lighting is adequate.
- 42.12 How to Lift Safely
- i. Place your feet in a stride position.
 - ii. Keep your breastbone as elevated as possible.
 - iii. Bend your knees.
 - iv. Brace your stomach muscles.
 - v. Hold the object close to your centre of gravity, i.e. around your navel.
 - vi. Move your feet not your spine.
 - vii. Prepare to move in a forward-facing direction
 - viii. Ask for help when it is not possible to lift on your own.
- 42.13 How to Organise a Team Lift
- i. Ask a colleague who is willing and able to help. Ideally the colleague should be fairly well matched with you in size and strength.
 - ii. Agree on a plan of action. A coordinated movement during a lift is important.
 - iii. Timing is important for co-ordination. One person should act as a team leader and 'call' the lift.

43 How to assess the Correct Storage and Shelving Height

- 43.1 Correct storage and shelving height is important to prevent slips, falls and strains. To check the height at which it is safest for each individual to work, stand with feet together and hands by sides:
- i. The best height range for handling loads is around waist level.
 - ii. The acceptable height for lifting is any point between the individual's knuckle and shoulder.
 - iii. Seldom-used objects can be stored at the shoulder-to-raised arm height (use ladders to avoid stretching).
 - iv. Avoid storing objects at a level between an individual's knuckles and the floor.
 - v. Mechanical aids such as ladders and trolleys should be used where possible to avoid lifting.

44 Lead

- 44.1 Lead poisoning is a potential health risk and can cause learning and behavioural difficulties for young children. All educators and other staff need to be aware of potential lead contamination and they should be able to identify any possible issues in risk assessments completed for new work, renovations, painting of centres, soil for fill etc
- 44.2 For further information please refer to the following Lead Reference Centre publications:
- i. Lead Hazard Management of Children's Services (1999)
 - ii. <http://www.epa.nsw.gov.au/leadsafe>

45 Sources

Australian Standards 1851-2005 "Maintenance of Fire Protection Systems and Equipment"
 Education and Care Services National Regulations 2011
 Swimming Pools Act 1992
 Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 National Quality Standard
 Cancer Council NSW Sample Sun Protection Policy

46 Review

This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.

47 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	Mar 2012	Mar 2013	Michele Fowler Manager – Kids Uni	
2	Mar 2013	Mar 2014	Michele Fowler Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format. This policy replaces the Sun Protection Policy, the Outdoor Environment Policy, OHS Procedure, Indoor

				Environment Policy and the Centre Closure Policy.
3	Mar 2014	Dec 2015	Michele Fowler Manager – Kids Uni	Policy reviewed and some minor editorial changes made. The drop off and collection wording removed and placed in the drop off and collection policy. The review period changed to 2 years.
4	Dec 15	Dec 17	M. Gillmore – General Manager	Policy reviewed with no changes required