HEALTH & SAFETY POLICY

**Rationale:**

To promote the health and safety of all children, staff, parents, volunteers and visitors in the Centre.

To provide a safe and healthy working environment for all children, staff, parents and visitors in the Centre.

To provide guidelines for staff to ensure a high standard of health and safety is maintained in the Centre.

To abide by guidelines, recommendations and requirements for operating an early childhood facility.

To ensure arrangements are made in the event of any issues occurring at the Centre that do not meet guidelines.

**Purpose:**

The policy seeks to ensure that Avonside Early Childhood Centre are committed to the health and safety of all children, staff, parents, volunteers and visitors to the Centre at all times.

The Centre aspire to have a “culture of Health and Safety” being the responsibility of all staff.

Staff, volunteers, parents/whanau & visitors are encouraged to bring any health and safety issue to the notice of the staff or management and are empowered to take action if there is immediate danger.

The intent of the “culture of health and safety” is to ensure that children, staff, parents, volunteers and visitors are protected and the health and safety standards at the Centre is maintained.

Last review:

Next review: as per Policy Review Schedule

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Board of Trustees

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Centre Management

**Procedures Condensed**

***23. Emergency Routines***

* Fire and Earthquake drills will be held at least once per quarter and practiced every day for a week. The date and time will be recorded by the Senior Teacher on the appropriate form and a record kept
* The fire warden will be the ‘‘Person in Charge’’ for that day. A photograph identification will be displayed for the ‘‘Person in Charge’’
* The evacuation ‘Designated Assembly Point’ is: at the back gate to Avonside Girls High School.
* Management to ensure the Centre has an up to date ‘Emergency Evacuation Container’ stored outside the building with all necessary items.
* The Emergency Management Plan will be filed in the office and a copy of will be stored in the ‘Emergency Evacuation Container’.
* The following will be displayed on the wall at the Centre:
	+ Emergency First Aid Numbers
	+ Fire Poster
	+ Fire Plan.
	+ Floor Plan

***24. Crisis Response (see Policy Procedures for full guidelines)***

* The ‘‘Person in Charge’’ will
* Gather the facts
* Assess immediate actions to carry out
* Respond to people injured
* Determine whether to close
* Inform the community
* Support staff, children, parents and the community
* Review plans, procedures and practice

***25. Earthquake (combined in Fire & Earthquake Procedures)***

* Staff will call ‘earthquake ' and follow evacuation procedures
* Adopt turtle position (knees together, hands clasped firmly behind head, bury face in arms, protect head, and close eyes tightly).
* Adults assemble children under tables ensuring no overcrowding.
* Remain in building until all clear is given by the ‘‘Person in Charge’’
* Each staff member will keep calm and take responsibility for the children nearest them
* Check for hazards and decide whether it is safer in the building or to evacuate.
* On evacuation remain calm, the ‘‘Person in Charge’’ will take the telephone, emergency contacts details file and the daily roll, and is to ensure that all areas have been thoroughly checked.
* Staff will ensure to take the emergency kit and tune into the radio station 92.1 MORE FM for further instructions.
* Everyone is to report to the ‘Assembly Point’, at the back gate to Avonside Girls High School.
* The ‘‘Person in Charge’’ will check off the roll ensuring all children and staff are accounted for.
* Everyone will remain outside until the all clear has been given by the appropriate authority or ‘‘Person in Charge’’ and they will decide if it is safe to return inside or remain outside.

***25. Fire (combined in Fire & Earthquake Procedures)***

* The first person to observe the fire will activate the alarm.
* Staff are to ensure the building is evacuated using the nearest fire exit.
* Staff members will take responsibility for the children nearest them.
* The ‘‘Person in Charge’’ is to be at fire exit door helping children exit the building and is the last to leave the building, taking the telephone, emergency contacts details file and the daily roll. They will ensure that all areas have been thoroughly checked.
* Everyone is to report to the ‘Assembly Point’, at the back gate to Avonside Girls High School.
* The ‘‘Person in Charge’’ will check off the roll ensuring all children and staff are accounted for.
* The ‘‘Person in Charge’’ will call the emergency services.
* Everyone will remain outside until the all clear has been given by the appropriate authority or ‘‘Person in Charge’’

***26. Evacuation & Closure***

* The Centre will strive to maintain a safe environment in the event of an emergency.
* The ‘‘Person in Charge’’ has the authority to close the preschool if they deem it necessary.
* Parents will be advised of the closure as soon as possible by text, telephone and/or the local radio stations (92.1 MORE FM)
* The alternative emergency person will be contacted if parents cannot be located.
* The emergency evacuation form must be filled out when the child is picked up. Including; child’s name, whom collected by, time collected, address taken to and signed by the caregiver.
* In the case of and emergency that does not require civil defense assistance we will;
* Evacuate the building
* Assemble at the Designated Assembly Point
* Check attendance roll of children, staff and visitors
* Wait for the decision to close or resume normal activities by the ‘‘Person in Charge’’
* In the event of closure, Police will be contacted if children are not picked up after 2 hours.

Ongoing and after an emergency closure

* The Centre will carry out an annual audit of the Centre, fittings and contents.
* Fire and earthquake drill will be practiced every day for a week once a quarter.
* All staff will participate in fire and earthquake drills at least twice a year.
* Teachers are to hold a current first aid certificate.
* Signs will be posted outside the preschool building indicating emergency contact telephone numbers.
* Civil Defense Linwood North School 03 389 8112 (24-hour contact)
* Medical Woodham Road Healthcare 03 389 9385
* CCC 03 941 8999
* Centre Mobile 027 606 4814
* Centre Telephone (for emergency information message) 03 389 8473

***27. Accident, Illness & Infectious Diseases***

* Management will ensure that all children's records have the requirements as per Ministry of Education guidelines and have both parent's current contact numbers and two emergency contacts. These will be kept in the ‘Children’s Contact File” in the office, on the APT programme on the computer and in the ‘‘Emergency Evacuation Container’’.
* Staff administering First Aid treatment must hold a current first aid certificate and abide by current guidelines for dealing with blood etc. as outlined by Ministry of Health.
* If deemed necessary, a registered and qualified staff member will take the child to the local medical Centre and the child's parents/ emergency contact person will be called. The staff member will stay with child while at the medical Centre until parents arrive.
* If more serious, an ambulance will be called and the parents will be contacted immediately. If the parent cannot reach the Centre by the time the ambulance arrives, a staff member will ride to the hospital with the child and meet the parents there.

**Procedure if staff feel child is unwell**

* Contact parent/caregiver immediately and request the child be collected immediately to prevent others being infected.
* After contacting parent/caregiver the child will be monitored by a staff member and kept separate from other children to prevent cross infection.
* If child has any of the following infectious diseases in the chart below, they will be unable to return to the Centre for the minimum time stated, or until they are no longer infectious.
* These minimum absences have been adapted from ‘Kids Health’ website October 2010. Exclusion periods apply to children and staff.

INFECTIOUS DISEASE MINIMUM ABSENCE

|  |  |
| --- | --- |
| * Campylobacter
 | * 48 hrs after symptoms have ceased
 |
| * Chicken Pox
 | * 1 wk. from date of appearance of spots
 |
| * Conjunctivitis
 | * While there is a discharge from eyes
 |
| * Gastroenteritis
 | * 48 hrs after symptoms have ceased
 |
| * Guardia
 | * 48 hrs after symptoms have ceased
 |
| * Glandular Fever
 | * Until well enough to return
 |
| * Hand, Foot & Mouth
 | * While child is feeling unwell
 |
| * Head Lice
 | * Until treated
 |
| * Hepatitis A
 | * 1 week after jaundice starts
 |
| * Hepatitis B
 | * Doctors clearance required
 |
| * Impetigo/Herpes
 | * 24 hrs after treatment has started or by doctor’s clearance
 |
| * Measles
 | * At least 4 days after rash begins
 |
| * Meningitis
 | * Doctors clearance is required
 |
| * Mumps
 | * 9 days after rash begins
 |
| * Rubella
 | * 24 hours after rash begins
 |
| * Salmonella
 | * 48hrs after symptoms have ceased
 |
| * Scarlet Fever
 | * 24 hrs after treatment has started
 |
| * Strep Throat
 | * 24 hrs after (treatment) antibiotics have begun
 |
| * Vomiting / Diarrhoea
 | * 48 hrs after symptoms have ceased
 |
| * Whooping Cough
 | * 21 days from first symptoms
 |

***28. Administration of Medicine***

* There are three categories of medicine that require different authorizations.
	1. **Category 1:** non-prescription provided by the Centre and kept in the First Aid Kit. (Written authority upon enrolment).
	2. **Category 2:** prescription and non-prescription (used for a specific period of time, short term). (Written authority at the beginning of each day).
	3. **Category 3:** Prescription and non-prescription used for the ongoing treatment of pre-diagnosed conditions. (Written authority upon enrolment as part of an Individual Health Plan).
* All medicine bottles must be correctly labeled with the child's name and expiry date.
* All Category 2 or 3 medication must be handed directly to a staff member who will place it out of the reach and inaccessible to children. (or refrigerated).
* Medication will not be given if it is out of date, or has been prescribed to someone different than the child.
* Only permanent staff are able to administer medication and must record the date, time, amount given and their signature on the relevant Record of Administering Medicine (see Checklists)
* Staff will be given appropriate training in the administration of specific medications as required. Details of this training will be kept in the Accident and Illness Register.

***29. Body and Blood Fluid***

* The Board and management strive to keep staff and children safe from any harm pertaining to blood and body fluids.
* Staff will use disposable gloves when dealing with blood, body fluids and spillages. All gloves will be disposed of immediately.
* In the event of any spillage of body or blood fluids, the areas concerned will be disinfected immediately with a 1-part bleach, 10 parts water solutions
* A plastic apron will be worn when moist body substances are likely to soil clothing.
* All cloths or paper towels are to be immediately disposed of.
* All broken skin areas (fresh, unhealed cuts or burns) will be covered with a waterproof, adhesive dressing
* Hands will be washed immediately after with soap and water, in case of contamination from moist body products.

***30. Child Protection (including Abuse & Neglect & Vulnerable Children)***

* All children have a right to be kept safe from harm.
* This policy applies to all employees, visitors, contractors and volunteers.
* This policy is consistent with the Child, Youth and Family and Police Guidelines and Vulnerable Children’s Act 2014 and future revisions will be checked for consistency with these organisations and any current Acts or legislation.
* A digital copy is available on the Centre website.
* Teachers will keep careful written observations and records and confidentiality will be kept at all times.
* **Designated Person for Child Protection**: Senior Teacher

Definition of Abuse

Child abuse is the harming (whether physically, emotionally or sexually), ill-treatment, neglect or deprivation of any child. It involves any action or inaction that results in harm to a child. This includes:

* Physical Abuse: Behaviour of any person (child or adult) that causes non-accidental injury or pattern of injuries, or endangers or impairs a person’s physical or emotional health or development. It can be, but is not limited to: bruising, cutting, hitting, beating, biting, burning, and causing abrasions, strangulation, suffocation, and drowning, poisoning and fabricated or induced illness.
* Sexual Abuse: Any acts that involve forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. Sexual abuse can be, but is not limited to:
	+ Contact abuse: touching breasts, genital/anal fondling, masturbation, oral sex, penetrative or non-penetrative contact with the anus or genitals, encouraging the child to perform such acts on the perpetrator or another, involvement of the child in activities for the purposes of pornography or prostitution.
	+ Non-contact abuse: exhibitionism, voyeurism, exposure to pornographic or sexual imagery, inappropriate photography or depictions of sexual or suggestive behaviours or comments.
* Emotional Abuse: is an adult’s action that results in significant harm to a child’s self-esteem or their intellectual, emotional or social development and functioning. This includes:
	+ Patterns of isolation, degradation, constant criticism or negative comparison to others. Isolating, corrupting, exploiting, or terrorising a child can be emotional abuse.
	+ Exposure to family/whānau or intimate partner violence.

Definition of Neglect

Child neglect is the persistent failure to meet a child’s basic physical or psychological needs, leading to adverse or impaired physical or emotional functioning or development. This includes:

* Physical Neglect: not providing the necessities of life, like a warm place, food and clothing.
* Emotional Neglect: significant failure to meet a child’s need for nurture and support.
* Neglectful Supervision; leaving children without someone safe to look after them.
* Medical Neglect: not taking care of health needs.

Protect Children in the Centre

*As per Regulations 56 & 57 –*

Prevention of unauthorised removal of children (including non-custodial parent)

* Staff will ensure that only persons named as being able to collect children may take a child from the Centre.
* If an unknown person wishes to take a child from the Centre, they will be asked to remain at the Centre while a staff member contacts the child’s parent. (If the parent is unable to be contacted emergency contacts will be called and asked to come to the Centre).
* If permission to take the child is not granted the person will be asked to leave the Centre.
* If the person will not leave the Centre, or becomes abusive or takes the child without authority, the police will be called immediately.
* Staff will note description of person who has taken the child and any vehicle licence plates.
* Parents will be notified after police are called.

***31. Conjunctivitis***

* Conjunctivitis is a contagious virus and the Centre does not want it spread.
* If staff observe a child with suspected conjunctivitis the staff member will wear a glove and wipe the eye with a clean tissue from the inside out.
* If the eye remains infected, then the staff member will call the parents and inform them. The parent will then be required to come and collect their child.
* The child is welcome back after they have been to a doctor and has been prescribed medication.
* If on return the infection doesn't clear up, the parent will be rung to collect the child.
* Depending on the severity of the case the child may be asked to stay at home until the infection has completely gone.

***32. Contractors and Sub Contractors***

* Before work commences the contractor will be asked to provide a copy of the firm’s occupational health and safety policy or statement
* The Centre will advise the contractor of any known hazards which they may come in contact with
* All personnel employed on sub-contracting work must be adequately trained for the tasks or have adequate knowledge and experience of the kind of work, plant or substances with which they are involved or be supervised by an appropriately trained person.
* All contractor’s personnel are required to report to the ‘Person in Charge’ on arrival and familiarise themselves with the requirements of this policy.
* The contractor and their employees shall abide by the Centre’s ‘Smoke free Policy.’
* The contractor shall supply safety equipment (including isolating transformers) and first-aid facilities unless prior arrangements have been made.
* All contractors are to hold current ‘Contract Works and Public Liability Insurance’ or similar.
* The contractor shall comply with all relevant legislation to ensure the safety of children is maintained at all times.
* All accidents or incidents relating to health and safety or the discharge of hazardous substances are to be reported to the ‘Person in Charge’ immediately.
* It is the responsibility of the contractor or sub-contractors to remove all their rubbish, off-cuts, debris, and to leave the work-site as a safe place.
* Contractors who work regularly during the Centre’s hours of operation will also be required to fill in a Non Teacher Police Vet Application Form.

***33. Cyber Safety (see Policy Actions & Procedures for full guidelines)***

* The Internet, and Information and Communication Technologies (ICT) play an increasingly important role in children’s learning, and in the administration of ECE Centres.
* The Board of Trustees/Service Provider Contact Person of Avonside Early Childhood Centre endeavours to meet all responsibilities as outlined in the Licensing Criteria for Early Childhood Education and Care Centres 2008 and relevant legislation to contribute to the provision of a safe learning environment which fosters children’s physical and social development and emotional safety of the children attending its Centre, and its responsibilities to employees and/or other employees assisting in the running of the Centre.
* The policy exists to educate teachers about cyber safety issues.
* To provide guidance to Centre employees, parents/caregivers, volunteers and visitors regarding the safe and responsible use of ICT at Avonside ECC.
* To outline the nature of possible consequences associated with breaches, which may undermine the safety of the Centre’s environment

Definition of Cyber Safety

* the safe and responsible operation/use, at any time, on *or* off the Centre site, and by any person, of the *Centre’s* internet facilities, network, and associated ICT equipment/devices, such as computers, iPads, laptops, digital cameras, mobile phones, and other ICT devices including any *privately-owned* ICT equipment/devices on the Centre site, or at a Centre related activity.

Inappropriate activities/material**:**

* Avonside ECC will take all reasonable steps to filter or screen all material accessed using the Centre’s network or internet access facilities. However, when using a global information system such as the internet, it may not always be possible for the Centre to restrict access to all such material. This may include material which is inappropriate in the Centre learning environment, dangerous, or objectionable as defined in the Films, Videos and Publications Classification Act 1993.
* While using the Avonside ECC network, internet access facilities or ICT equipment/devices, or using any privately-owned ICT equipment/devices at the Centre or at any Centre related activity, no person may initiate access to, or have involvement with, inappropriate, dangerous, illegal or objectionable material or activities; save or distribute such material by copying, storing or printing.

Accidental access to inappropriate material by Centre Employees:

* In the event of accidental access of inappropriate material at the lower range of seriousness (e.g. spam) Centre Employees should delete the material.
* If the nature of such material is somewhat more serious, (e.g. spam containing inappropriate but not illegal images), delete it and also log the incident in the ICT incident book. If uncertain ask the Senior Teacher or if in doubt log the incident.
* In the event of accidental access of inappropriate material clearly of a more serious nature, or of material which appears to be illegal, users should remove the material from view and report the incident immediately to the Senior Teacher or Person-in-charge who will record it in the incident book.
* Children will be actively supervised by teachers when accessing the internet on the Centre’s site or at any Centre related activity. Children may create and/or send email only under the active supervision of teachers.

***34. Excursions (see Policy Procedures for full guidelines)***

* Written permission from parents/caregivers for informal walks and activities at Avonside Girls High School and within the immediate streets around the Centre is provided on the enrolment form of each child. The ratio will be no higher than four children to one adult.
* All children must wear identification tags with the details of the Centre. No details about the child (e.g. name) are to be recorded on the identification tag.
* A notice will be displayed on the Centre door giving details of the excursion/walk
* A First Aid kit will be carried at all times and a teacher who holds a current first aid certificate will be available to administer first aid on all excursions/walks.
* A list of participating children will be carried by the Senior Teacher or Teacher in charge and will be checked by her/him when the group assembles and before leaving the destination of the excursion/walk.
* Teachers will ensure that the children’s’ needs are met;
1. carrying changes of clothing
2. administering any medication (as per procedure)
3. making water and food (if necessary) available
* sun protection policy applies
* Toileting and nappy changing must be undertaken by the teachers or by the parent accompanying their own child.
* No Alcohol or other mind-altering substances will be allowed.
* All excursions are smoke free.
* The group will carry a mobile phone on all excursions (excluding informal walks). The phone number will be recorded for parents/caregivers at the preschool. The number will be on the children’s’ identification tags.
* Details of excursions will be recorded on the Outings & Excursions Form (see Checklist). Completed forms will be filed.
* Details of informal activities and walks close to the Centre will be recorded in the daily diary.
* Appropriate adult: child ratios (refer to 2008 Early Childhood Regulations) will be maintained at all times should children remain at the Centre.
* At least one staff member will be left responsible for children at the Centre should some of the children not go on the excursion/walk.
* If the above criteria cannot be met, then the excursion (of any kind) will be cancelled.

Motor Vehicles

* When travelling by private car, standard approved child restraints will be used for all children. No more than three children will be transported in any private vehicle unless a ratio of 1 adult: 3 children can be maintained.
* Adults must adhere to all traffic regulations and vehicle licensing requirements.
* A current WOF and registration must be in place on any vehicle used in an excursion.
* Drivers must hold a full and current NZ Drivers Licence.
* If children travel in a motor vehicle while in the care of the service, written permission of the parent of the child will be obtained before the travel begins.
* Parents will be made aware who their child will be travelling with if they are not accompanying them.

***35. First Aid (Cabinet)***

* There will be two first aid kits kept at the Centre, out of children’s reach at all times. One in the first aid cabinet in the nappy changing room and one in the ‘‘Emergency Evacuation Container’”
* The contents of the first aid kit will be checked and replenished every three months by the Senior Teacher or designated staff member.
* Documentation for the three monthly checks will be kept in the notebook in the first aid cabinet.
* A list of the required contents will be kept inside the first aid cabinet.
* At least two staff will hold a current first aid certificate at all times.
* Copies of first aid certificates held by staff will be kept in the Centre and shown on the notice board.

***36. Food***

* To ensure that all children understand the connection between healthy food and having a healthy body
* To help our children develop healthy eating habits
* To educate parents about healthy lunchbox contents
* To provide an environment that uses family and cultural values to support healthy nutrition practices
* To ensure safe and transparent food practices at the centre.

***37. Hand Washing***

* Children will wash their hands after the following:
	+ toileting / nappy changing,
	+ before eating
	+ after handling pets or animals.
* Staff must wash their hands after any interaction with children that involves contact with bodily fluids.
* Staff must wash or sanitize their hands before they handle food or drink, and after bathroom duties.
* In the Centre all hand washing will take place in the bathroom, art sink or nappy room (separate basin) areas.

***38. Hazards:***

* Important changes to Health & Safety Regulations (04.04.2016) expects everyone to play a part in working in a safe and healthy way.
* All staff are expected to do what is ‘reasonably practicable’ to manage health and safety risks at the Centre and to eliminate or minimize risks and hazards.

*(see Health & Safety ‘Round up of law changes’ - ‘Important Information for All Staff & Volunteers at the Centre’ leaflet)*

* All staff employed at Avonside Early Childhood Centre are responsible for ensuring
	+ any indoor / outdoor hazards are minimised,
	+ damaged equipment removed
	+ potential danger spots - e.g. spills dealt with promptly.
* A Health & Safety ‘Hazard Identification Record Sheet’ must be filled in when a hazard has been identified.
* The hazard identified must be reported to the management (health & safety officer) immediately.
* All staff need to contribute to maintaining an up to date Hazard Register.
* Repairs or replacements will be organised by the Operation Manager and carried out as soon as possible when a designated repair person has been arranged.
* All relievers and new employees will be asked to sight the Hazard Identification Sheet so they are fully informed of potential hazards.
* The Senior Teacher will ensure a written record of health & safety hazards will be minuted and discussed at all Staff meetings.
* Health & Safety will be discussed at both Management & Board meetings

***39. Head Lice***

* If a teacher notices a child with head lice, their parent will be called immediately and asked to pick their child up.
* Treatment for the lice should begin immediately by parent.
* The child may return to the Centre once treatment has begun.

***40. Hygienic Laundering of Linen (including Parent Procedure for Hygienic Laundry of Linen)***

* The laundry to be laundered by a parent/volunteer (offsite) and a description identifying the laundry procedure to be given out with the laundry bag.
* Parent/volunteer will collect the bag of laundry from the Centre and return the clean linen the following day if possible, this will ensure that there will be no shortages of linen. If unable to fulfil the task, arrangements must be made with the Senior Teacher or ‘Person in Charge’.
* Preschool linen should be washed separately from parent/volunteer laundry and washed in hot/warm water.
* Items to be separated for colour e.g. whites, colours etc.
* Items to be separated for flannels, towels, sheets, blankets etc.
* Any Centre linen, flannels etc. from a sick or soiled child will be kept separate from general laundry and laundered separately.
* Parent/Volunteer to dry and fold the linen and place in a suitable clean container or bag, provided by the Centre.
* On return, place the container or bag of clean linen in the kitchen, so the teachers can store it away.
* On a regular basis everything is washed e.g. bedding, dolls clothes, dress ups, curtains, cushion covers, soft toys etc. This may be under taken by volunteer parents with a list being arranged and kept by the Senior Teacher. This list will identify who has taken what items away from the Centre.

***41. Immunisation:***

It is a government regulation requirement that accurate immunisation records are kept of all children on the roll.

* The Ministry of Health requires all licensed early childhood Centres to sight and record every child’s immunisation history on enrolment, or in the case of a child under 15 months old, once that child reaches the required age.
* These records are maintained on the Centres APT computer file and will remain confidential. The Operation Manager is responsible for recording this information.
* In the case of an outbreak, any child who is not immunised must be removed from the Centre until the incubation period of the disease is past and no further cases are reported.

***42. Injury Prevention Strategies***

* All doors to adult only areas including the office, staff room, adult toilet and cleaner’s cupboard will be closed at all times, to ensure children do not have access to these areas.
* All chemicals will be stored in marked containers and be kept out of the reach of children at all times. This will include cleaning agents.
* Staff will constantly be aware of the potential danger of things such as water spills, and clean them up immediately.
* Children will be encouraged to not sit on tables, or jump off furniture and chairs.
* Children will remain seated while eating and be supervised by a staff member.
* Staff will wear gloves at all times when blood is present.

***43. Nappy Changing and Toileting***

* Nappy changing will only take place in the designated area which is well ventilated at all times.
* Staff will invite children in a positive, friendly manner respecting their dignity and privacy at all times and where possible promoting independent skills.
* Older children are encouraged to use self-help skills in accessing the nappy changing table area and staff are not to lift heavier children.
* Children will be encouraged to develop self-managing skills in going to the toilet and staff will be available to support them as necessary.
* If parents would like their child to have any powders / cream between changes they will need to provide it.
* Staff will wear disposable gloves when changing children. All gloves will be disposed of between each change.
* Staff will wash their hands between changes, with soap and water.
* Changing mats will be sprayed with a diluted bleach solution after each change, that is 1-part bleach, 10 parts water.
* At the end of the day the changing area needs to be wiped down with bleach and water solution.
* All nappy changes will be recorded in the folder.
* Liquid soap and disposable paper towels will be used in the toilet area.

***44. Pest and Vermin***

* In the case of the Centre becoming infested with pests or vermin, management will contact a contractor to control the problem.
* The contractor will adhere to all health and safety requirements and leave the relevant MSD documentation following any work undertaken.
* Work will be undertaken outside of trading hours, where no children / staff or parents are present.
* The Centre will arrange for annual pest management to be undertaken as per Annual Plan.

***45. Poisonous Plants:***

* When planting in the Centre gardens, staff will ensure at all times that no poisonous plants are planted
* Staff will recognise plants that are poisonous as per chart posted on the wall at the Centre.
* Staff will check the gardens and property regularly to ensure poisonous plants are not growing.
* Grass will be kept short to prevent weeds which could be poisonous from growing.
* If a poisonous plant is found it will be disposed of immediately
* A poster of poisonous plant will be available to view near the outside door.

***46. Precautions & Preventions (Physical Environment) (see Policy Procedures for full guidelines)***

* All noise will be kept at a level so as not to unduly cause any child distress or harm.
* The Centre will be maintained at a comfortable temperature no lower than 16 degrees (500 mm above floor level) while children are in attendance.
* All air conditioning and heating units will be regularly inspected and serviced. Documentation will be kept by the Operations Manager
* The water temperature for children’s use will be maintained at 40 degrees C. and for adult use at 60 degrees C.
* Regular safety checks of equipment and the indoor environment will be undertaken by the Senior Teacher or designated teacher and recorded appropriately.
* Washing facilities are available for sick or soiled children.
* Outdoor playground will be monitored to ensure safe play for all children by the Senior Teacher or designated teacher and recorded appropriately.

*(See full list in Precautions & Preventions (Physical Environment))*

***48. Smoke, Drugs & Alcohol***

* Avonside Early Childhood Centre is an alcohol, drug and smoke free environment. A smoke-free policy will be adhered to at all times at the Centre both inside the Centre and outside in the Centre grounds.
* If a staff member (permanent or relieving) arrives under the influence of alcohol or drugs during work hours, a taxi will be called to take the staff member home. Disciplinary action will follow. *(See Disciplinary Procedures.)* A reliever will be contacted immediately to cover the ratios for regulations.
* In the event of a parent/caregiver arriving to drop the child off or pick a child up at the Centre and is suspected of being under the influence of alcohol or drugs, they will be discouraged from driving and a teacher will offer to call a taxi. If the parent/caregiver refuses to comply, then police will be contacted.
* If a parent caregiver arrives under the influence of alcohol or drugs on more than one occasion refer to the ‘Child Protection Policy’.
* Should there be a special event at the Centre out of session, e.g. Annual General Meeting, alcohol in moderation will be permitted.
* Centre excursions are covered by this policy.
* It is inappropriate for any adult to be smoking around children while on an official Centre excursion.
* “NO SMOKING” signs will be displayed in the indoor areas.

***49. Staff Injury / Accident Procedures***

* Administer first aid immediately.
* Record details of the accident in the ‘Accident and Illness Register’.
* Investigate the cause of the accident to ensure prevention of reoccurrence.
* If the accident happens while children are present, another staff member will distract children.
* Offer support and ensure the staff member is able to get home safely.
* If deemed necessary to call an ambulance, management is to contact the staff member's emergency contact person.

Complete relevant ‘Occupational Safety and Health’ documentation and relevant ACC paperwork.

***50. Sun Protection:***

* Staff and Management will work together to provide a ‘sun safe’ environment.
* Parents are informed of the sunscreen being used by the Centre and asked to provide their own if their child is unable to use the one provided by the Centre.
* Sunscreen will be applied to children when necessary.
* Parents are encouraged to use sunscreen on their children.
* Parents need to provide sunhats during the summer months
* Staff and parent helpers will provide positive role-models by wearing hats, sunscreen and appropriate clothing.
* Children not wearing hats will be asked to play indoors or under shade.
* Our newsletters, leaflets and facebook will educate/remind parents of the need for sun protection.
* Shaded areas are provided for the children to play in. The Centre will continue to evaluate the need for shade in the outdoor play area.
* The availability of shade will be considered when planning excursions during the summer months.

***51. Washing Sick and Soiled Children***

* Children are washed when they are soiled or pose a health risk to themselves or others.
* Gather child’s personal belongings and take child to the changing room.
* Assemble all required items for cleaning the child. Rubber gloves, protective mat, wet wipes, clean towels, plastic bags, clean clothing, soap, cleaning cloths.
* Put on the rubber gloves and place protective mat on the floor.
* Undress the child, placing soiled clothing in a plastic. Put soiled clothes in a sealed plastic bag. Place plastic bag in the child’s bag, or tied to the outside of the child’s bag.
* If it is necessary to bath the child, wrap them in a clean towel while filling the tub with warm water. Use wet wipes or bathe the child.
* Remove the soiled wet wipes, or flannel and put in another sealed plastic bag. Remove and dispose of the rubber gloves.
* Dry the child with a clean towel, and then dress them. Help the child to put their belongings away.
* After the child has been attended to, empty water and use bleach spray to clean, place all soiled cleaning items in the bin.
* Hang up the hose attachment, disinfect the tub and wipe it dry before returning the bath and hose.
* Wash hands thoroughly.

***52. Visitors to the Centre***

* All visitors are required to sign the visitor’s book, with the purpose of their visit listed. The visitor’s book is located at the sign in desk.
* All visitors will be given an ‘Evacuation Guidelines for Visitors’ to read. The visitor to the Centre must sign to say the guidelines have been read at the back of the visitor’s book.
* Visitors will be supervised at all times.
* In the event of a fire the visitor’s book will be taken to the assembly point to ensure all people in the Centre are accounted for.

The definition of a visitor is:

* Not a board member
* Not a staff member
* Not a parent
* Not an approved volunteer
* Not an enrolled child

***53. Evacuation for Visitors***

* All visitors to be provided with and Evacuation Guidelines for Visitors on arrival at the Centre.
* Before starting work/attendance all visitors must put their name in the ‘Visitors Book’.

FIRE

* In the event of a fire visitors will leave the building by the quickest and safest route.
* All visitors will assemble at the Designated Assembly Point.
* A designated person will check names from the attendance sheet and visitors book
* Everyone will remain outside until the all clear is given.

EARTHQUAKE

* In reality the earthquake itself identifies the need to react,
* During an earthquake response practice or at the first sign of the ground shaking, visitors should react immediately, quietly and appropriately.
* Adults should remain calm so as not to panic the children.

If Indoors

* Visitors should get under a table or desk if available. Otherwise drop to knees, keep knees together, clast both hands firmly behind the head bowing the beck and bury face in arms protecting the head and close eyes tightly.
* Keep away from windows, tuning back if necessary.
* Do not get up until you have checked the room for safety.
* Unless there is an obvious hazard, visitors will remain or seek indoor shelter and be guided by the designated Centre person.
* When it is considered safe all visitors should move to the Designated Assembly Point and wait for instructions from the designated Centre person.

If Outdoors

* Turn backs towards the building and move to open space, safe from overhead power lines, trees, buildings etc.
* Lie low or crouch low to the ground.
* Cover sides of head with elbows and clasp hands behind the neck.
* When the shaking stops immediately move to the Designated Assembly Point and wait for instructions form the designated Centre person.
* Do not leave the Designated Assembly Point until the designated Centre person has given authority to do so.

**Other Contents**

* *Checklist – Health & Safety Hazard Daily Checks*
* *Checklist – Health & Safety Termly Checks*
* *Emergency First Aid Numbers*
* *Fire Poster*
* *Floor Plan*
* *Notification of Trial Evacuation*
* *Trial Evacuation Report*
* *Record of Accident Register*
* *Record of Administering Medicine*
	1. *Category (i)*
	2. *Category (ii)*
	3. *Category (iii)*
* *Record of Food Served*
* *Record of Hazard Identification*
* *Record of Outgoings & Excursions with Review*
* *Record of Serious Illnesses Occurring*
* *Record of Training for Administering Medicine/First Aid*
* *Poisonous Plant Information*
* *Reporting of Suspected Child Abuse and Neglect*
* *Emergency Management File (kept in the office and a copy is kept in the ‘Emergency Evacuation Container’)*