



Dara School

Out of School Hours Care

**Safe Environment
For Children Policy**

SAFE ENVIRONMENT FOR CHILDREN OSHC POLICY

1. PURPOSE

Dara School OSHC is committed to the well-being of all children attending the Service and to the provision of a healthy environment in which children can grow and be safe. Dara OSHC will ensure all staff attend Responding to Abuse and Neglect Training and are aware of the procedures for reporting child abuse and neglect.

To ensure children's protection, the Service complies with the procedures set down under the Children and Young People (Safety) Act 2017 section 31(1) and (2) when dealing with any allegations of abuse or neglect of children.

All children have the right to be safe at home, at school and in their childcare service. The provision of safe environments for children is essential to prevent injury and enable them to grow and develop. The management and staff have a duty of care to provide safe childcare environments.

2. SCOPE

This policy applies to children, families, educators, management, and visitors of the Service.

3. POLICY PRINCIPLES

The following potential risks are addressed in this policy to ensure the service provides a safe environment:

- Physical environment
- Tobacco, drug and alcohol-free environment
- Dangerous products
- Identifying potential hazards
- Supervision

Through the ongoing successful implementation of this policy, Dara OSHC will uphold its commitment to the provision of a healthy and safe environment for all children, thereby providing a trusted and high-quality service to families of Dara OSHC Service.

In the development of this policy, consideration has been given to compliance with legal obligations including the Children and Young People (Safety) Act 2017 section 31(1) and

(2). The policy falls within budgetary constraints of Dara School as well as compliance with physical space requirements for OSHC providers in Australia.

4. IMPLEMENTATION

The Service will act to provide a safe environment for all children in the care of the Service by:

- Ensuring current information about safe practices at Dara OSHC Service are held at the Service.
- Providing information to families about the safe and effective operations of the Service through the provision of the Dara OSHC Parent handbook.
- Ensuring all staff have appropriate and up to date training in relation to Responding to Abuse and Neglect, and that staff are aware of the procedures for reporting child abuse and neglect.
- Complying with the procedures set down under the Children and Young People (Safety) Act 2017 when dealing with any allegations of abuse or neglect of children.

5. ROLES AND RESPONSIBILITIES

5.1 STAFF

- Staff should refer to “Protective Practices for staff in their interactions with children and young people”. Staff should only need to have physical contact with children when applying First Aid, removing children from an unsafe situation (ie fight) or comforting a child (at the staff members discretion)
- Staff should never be alone with a child in a closed room.
- A maximum ratio of 15 children to one staff member must be maintained at all times with a minimum of two staff present at all times.
- Staff may only take photographs of children with the parents’ permission on the enrolment form and photographs are only to be used for promoting the service on OSHC/School newsletters, displaying at the service and filing in child profiles.
- Also refer to the staff code of conduct (found with Staffing Policy).
- All Staff and volunteers who are working in Dara OSHC programs must undergo Working With Children Checks and Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training. Records must be stored with the staff/volunteer files.

5.2 PHYSICAL ENVIRONMENT

When advice is needed in relation to any aspect of the following information, questions need to be directed to the Education Standards Board of South Australia (the State Regulatory Authority).

The Approved Provider must ensure:

- The premises, furniture and equipment are safe, clean and in good repair. Educators and the management committee are required to monitor the premises, furniture and equipment and report any maintenance to the Principal and send all repairs/ maintenance to the Groundman's book.
- For each child in care there is a minimum of 3.25 square metres of unencumbered indoor play space that is suitable for school age children.
- For each child in care there is at least 7 square metres of outdoor space that is suitable for children. OSHC has access to all outdoor areas of the school,
- Indoor areas are well ventilated, have enough adequate lights and are maintained at a comfortable temperature.
- There are adequate, developmentally and age-appropriate toilets, hand washing and hand drying facilities, located and designed to enable safe use by children with convenient access from both indoor and outdoor play spaces.
- The Service has adequate facilities for safe handling, preparation, storage and disposal of food and beverages.
- There is a capacity to provide effective supervision of the designated areas.

5.3 TOBACCO, DRUG AND ALCOHOL-FREE ENVIRONMENT

The Approved Provider must ensure:

- That all children are being educated and cared for in an environment free from the use of tobacco, illicit drugs and alcohol.
- That the nominated Supervisor, Educators, other staff and volunteers of the Service are not affected by alcohol when on the premises when the Service is operating.
- That the nominated Supervisor, Educators, other staff and volunteers of the Service are not affected by drugs that adversely affect that person's ability to educate and care for children when on the premises when the Service is operating.

5.4 DANGEROUS PRODUCTS

- It is recommended that non-hazardous and non-toxic products should be used in a care environment, wherever possible.
- Any hazardous or toxic cleaning products must be stored in a lockable cupboard.
- Material Safety Data Sheets are located in a folder in the staff room for quick reference.

5.5 IDENTIFYING POTENTIAL HAZARDS

Staff should carry out regular checks to identify and remove hazards, where possible, to manage safety risks. Steps to be taken:

- Identify the hazard that may cause illness or injury.
- Assess the risk.
- Control the risk.

5.6 SUPERVISION

The service is committed to:

- Complying with educator to child ratios.
- Ensuring that children are actively supervised at all times.
- Considering the design and arrangement of children's environments to support active supervision.
- Using supervision skills to reduce or prevent injury or incident to children and adults.
- Guiding educators to make decisions about when children's play needs to be interrupted and redirected.
- Supporting educators and their care-giving strategies.
- Providing consistent supervision strategies when the service requires relief staff.
- Acknowledging and understanding when supervision is required for high-risk experiences and/or the ratio of adults to children needs to be increased.
- Assessing all activities and, when something is identified as a high-risk experience, strategies are developed to minimise the risk according to the group of children.
- It is understood there is a shared legal responsibility and accountability between, and a commitment by, all educators and staff to implement the service's policies, procedures and practices.
- Staff must use their professional judgment when providing supervision to children, in addition to OSHC requirements for adult to child ratios. The amount and intensity of supervision of children will vary depending on:
 - the degree of risk associated with the experience
 - the age, development and ability of children
 - the location of the experience (e.g. community- or school-based).

6. DEFINITIONS AND ABBREVIATIONS

OSHC – Out of School Hours Care

7. OTHER OSHC POLICIES OR DOCUMENTS RELATED TO THIS POLICY

H14 Emergency and Evacuation OSHC Policy

H5 Infectious Diseases OSHC Policy

H15 Incident, Injury, Trauma and Illness OSHC Policy

H8 Interactions with Children OSHC Policy

A9 Staffing OSHC Policy

H13 Excursions OSHC Policy

8. RELATIONSHIP TO REGULATIONS

National Quality Standards (NQS)

Quality Area 2 Children's health and safety

Education and Care Services National Regulations

168 Education and care services must have policies and procedures

103 Premises, furniture and equipment to be safe clean and in good repair

104 Fencing

107 Space requirements – indoor

108 Space requirements – outdoor

109 Toilet and hygiene facilities

110 Ventilation and natural light

115 Premises designed to facilitate supervision

82 Tobacco, drug and alcohol-free environment

84 Awareness of child protection

155 Interactions with children

9. REFERENCES

Child Abuse Report Line (CARL)- 131 478 accessed 26 May 2022

www.reportchildabuse.families.sa.gov.au

Department for Education accessed 26 May 2022

[Department for Education plink- Dashboard page Osh&W act](#)

Children and Young People (Safety) Act 2017 accessed 26 May 2022

[Children and Young People \(Safety\) Act 2017 | South Australian Legislation](#)

Creating Child Safe Environments, accessed 26 May 2022 at [DHS- Child safe environments](#)

DfE Responding to Abuse and Neglect, accessed 26 May 2022 at [Responding to Abuse and Neglect Training | Educators SA \(educators-sa.sa.edu.au\)](#)

DfE Policy: Child Protection in Schools, Early Childhood Education and Care Services at

<https://www.education.sa.gov.au/doc/child-protection-schools-early-childhood-education-and-care-policy>

Cyber Bullying accessed 26 May 2022 [Cyberbullying | eSafety Commissioner](#)

Keeping Them Safe: A shared approach to child wellbeing accessed on 12 March 2022 at

<https://theirfuturesmatter.nsw.gov.au/about-us/other-reforms/keep-them-safe>

Child Protection Policy ACECQA accessed 26 May 2022 [Quality Area 2 – Children's health and safety | ACECQA](#)

Protective Practices for Staff in Their Interactions with Students (2019) DfE accessed 26 May

2022 at [https://www.education.sa.gov.au/doc/protective-practices-staff-their-interactions-](https://www.education.sa.gov.au/doc/protective-practices-staff-their-interactions-children-and-young-people)

[children-and-young-people](#)

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