## 3. SAFETY POLICIES

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Policy 3.1 (Safety Policy)

SAFETY

POLICY STATEMENT:
Riverton Kindergarten will provide a safe environment in which children are free from harm. In the event of an accident staff trained in first aid will apply appropriate first aid or CPR. If an emergency or natural disaster occurs at the Centre the children and staff will be well practised in the required procedures to ensure as far as possible the safety and well being of each person present.

CONSIDERATIONS:

Philosophy Ensure a safe environment for children and adults.

Legislation Child Care Centre Regulations 1985 (SA); Public and Environmental Health Act 1987 (SA); Occupational Health, Safety and Welfare Act 1986 (SA); Occupational Health, Safety and Welfare Regulations 1995 (SA); Quality Improvement and Accreditation System (Cwth).

Children need a safe environment; appropriate care in the event of an accident; protection from disasters.

Parents need to feel confident that their child’s safety is being assured.

Staff need a safe environment; appropriate training in first aid and cardio-pulmonary resuscitation (CPR); well planned and practised emergency procedures.

Management Need to minimise the legal liability of the Centre; ensure emergency plans are in place.
HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

SAFETY DRILLS

- Emergency procedures will be clearly displayed near main entrance and exit and in each room, and must be followed in the event of fire, natural disaster or other emergency. Three short blasts of the whistle denote an emergency.

- Safety drills will be practised quarterly and at different times of the day. All staff, including volunteers, are to have the emergency procedures explained during orientation.

- Emergency plans will have procedures for evacuation/in-vacuation including:
  - a designated safe assembly area away from the building and access areas for emergency services and with it’s own escape route;
  - a second stage assembly area will be identified in the event that the first assembly area becomes unsafe;
  - unobstructed routes for leaving the building which are suitable to the ages and abilities of the children. Special consideration given to the evacuation of babies and children with disabilities;
  - an emergency pack will be kept in the kindy and a larger emergency pack will be stored in the main shed and will include such items as blankets, first aid kit, tissues etc.
  - a nominated person will collect the, attendance roll, parents emergency contact numbers and cordless phone, once at the assembly area check the roll and roster to ensure that all children and staff are present;
  - maintaining a current list of emergency services contact numbers and nominating who will be responsible for phoning the relevant services;
  - determining who will check that the building is empty and close all doors and windows;

- Upon arrival of the emergency services, the Director or Acting Director will inform the officer in charge of the nature and location of the emergency and/or any missing children or staff.

- Notification of "All clear" will be one an instruction from the Director or nominated person.

- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Staff will only attempt to extinguish fires when all the following is assured:
  - the children have been evacuated from the room;
  - the fire is very small;
  - there is no danger to the person who will operate the extinguisher;
  - the operator is well trained and confident in the use of the extinguisher.
ACCIDENT PROCEDURES

- Parents/Guardians are required to provide written authority (including in the enrolment form) for staff of the Centre to seek medical attention for their child if required.

- When a minor accident occurs at the Centre, staff who are qualified in first aid will:
  - apply disposable gloves;
  - assess the injury;
  - attend to the injured child and apply first aid;
  - If anyone has come into contact with the injured child’s blood or bodily fluids they are required to wash in warm soapy water;
  - apply disposable gloves, clean up the spill, using disposable towels. Wash with cold water and disinfectant. Remove gloves, wash hands in warm soapy water;
  - gloves to be put immediately into a plastic bag, tied securely and deposited in a bin;
  - contact the parent/guardian (depending on the nature of the injury). If the parent/guardian is not contacted at the time of the accident they will be informed about the incident when they arrive to collect their child or via a note.
  - write full details about the incident and the treatment given using the accident/illness form which includes date and signature.

- When a serious accident which requires more than basic first aid occurs at the Centre, a staff person who is qualified in first aid and CPR will:
  - assess the injury and recommend to the Director whether an ambulance should be called;
  - at all times the child will be comforted and calmed by a staff member;
  - if an ambulance is called a staff member will accompany the child until the child recovers or either the guardian, or a person authorised by the guardian, or an emergency contact arrives.
  - the child’s medical record will be taken with the child;
  - the Director (or, in the absence of the Director the trained staff person in the child’s section) will contact the child’s parents/guardians or emergency contact person to advise them of the incident and where their child has been taken, (every effort will be made not to panic the parent/guardian at this stage);
  - If anyone has come into contact with the injured child’s blood or bodily fluids they are required to wash in warm soapy water.
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- apply disposable gloves, clean up the spill, using disposable towels. Wash with cold water and disinfectant. Remove gloves, wash hands in warm soapy water. Gloves to be put immediately into a plastic bag, tied securely and deposited in a bin;
- a full report of the accident detailing the incident and the action taken will be recorded on an accident/illness report form and a copy given to the parent/guardian. Details will also be entered onto the Centre’s Accident/Illness Record;
- the Director will notify the Centre’s insurers and also provide them with a copy of the accident form.

- It is expected that any costs incurred in ensuring prompt medical attention for a child will be met by the parents/guardians. The Centre will provide parents/guardians with information on available insurance cover to insure against these and other accident related costs.

- Accidents which result in death or serious injury to employees or children must be reported to the Department of Occupational Health, Safety and Welfare under section 19(3) of the Occupational Health, Safety and Welfare Act 1986 (SA). Refer also to notes to regulations 26, 27 and 31 Children's Services (Child Care Centre) Regulations 1998. Incidents must also be reported to the Department of Education and Children’s Services.
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FIRST AID

- At least one staff member with a current first aid and CPR qualification which meets the requirements set down by Department of Education and Children’s Services will be on duty at the Centre at all times that children are on the premises.

- A fully equipped and updated first aid kit will be kept at the Centre in a locked cupboard, which is out of reach of children but easily accessed by staff. Additionally a first aid box or cabinet together with someone in charge must comply with regulations 2.11.1 of the Occupational Health, Safety and Welfare Regulations 1995 (SA).

- A cold pack will be kept in the freezer for treatment of bruises and sprains.

- In the event of accidents or to stabilise the victim until expert assistance arrives, qualified first aiders will only administer first aid.

- The Governing Council will ensure that adequate funds are allocated each year in the annual budget to ensure that staff’s first aid certificates are updated as required.

- Individual staff members must ensure that their first aid, CPR certificates are up to date.

- The telephone number of the Poisons Centre at the Women’s and Children’s Hospital will be clearly displayed next to the telephone.

- The telephone number of the Riverton Hospital and Medical Centre’s will be clearly displayed next to the telephone.
STORAGE OF HAZARDOUS SUBSTANCES

• Riverton Kindergarten has a duty of care to provide all persons with a safe and healthy environment.
• All staff will be made aware of which products may pose a danger to children in the Centre.
• Dangerous products are defined as any chemical, substance or material that can cause potential harm, injury or illness to persons or damage to the service’s environment. The centre categorises dangerous products into the following sub groups;
  - hazardous chemicals and substances;
  - dangerous goods;
  - poisons;
  - drugs (including medications); and
  - miscellaneous dangerous products.
• All products brought into the centre will have a risk assessment to ascertain if an MSDS needs to be completed on the product and that any potential risks are recognised and appropriate storage occurs.
• The MSDS register is located above the kitchen sink.
• The MSDS folder is updated at the beginning of each school year and forms are added when new products are purchased. The director and staff are responsible for ensuring correct storage and MSDS forms at the time of receipt of the product.
• Staff will ensure all doors and cupboards with safety latches are locked and children do not have access.

Hazardous chemicals and substances
• A hazardous chemical or substance is any product that produces a toxin in either a solid, liquid, gas or fume state and is labelled with an ADG Code;
  - corrosive properties;
  - causes skin or respiratory problems;
  - carcinogenic, such as asbestos;
  - flammable or has combustible properties; or
  - caustic, such as cleaning products.

Handling and storing hazardous chemicals and substances
• If staff are not familiar with the product and its correct handling procedures then reference should be made to the MSDS
• Staff should follow the MSDS instructions when handling all hazardous chemicals and substances. Safety equipment such as gloves should be worn, and the product should be used in a well ventilated area. If a staff member feels ill from
using the substance they should advise another staff member immediately who
will then alert the director of the situation.
• Hazardous substances should not be used in direct contact with children.
• The following areas in the centre contain hazardous substances: kitchen
cupboard above the sink. This cupboard is clearly labelled as containing
hazardous substances.
• If a substance needs to be disposed off staff should read the MSDS for correct
disposal. Items that can be placed in the rubbish should be placed in a plastic
shopping bag and sealed. The item then needs to be placed in the outside
rubbish bin.
• Needles are not to be picked up by hand. Staff should use a glove and a pair of
tongs or similar implement to pick up the needle and place it in a needle disposal
bin. This bin can be obtained from the council chambers.
• The sandpit will be raked to ensure there is no cat or dog faeces and the area is
free from hazardous substances and items such as needles.

Dangerous goods
• Dangerous goods may:
  - contain lead, such as paints;
  - emit radiation, such as microwaves or computers; or
  - include toners for printers and photocopiers.

Poisons
• Examples of poisons or products that produce poisons are:
  - pesticides and fertilisers;
  - oven cleaners; and
  - plants and animals, such as venom from spiders or snakes.

Drugs and medications
• Examples of drugs and medication are:
  - prescribed and non-prescribed medication;
  - alcohol and illegal drugs.

Miscellaneous dangerous products
• Indoor and outdoor areas are checked daily by all staff and checks are signed off
on the weekly checklist located on the overhead kitchen cupboard.
• Examples of miscellaneous dangerous products can be items or objects that:
  - cause a blocked airway (small toys, foam packing);
  - cut or pierce (knives, scissors);
  - burn (irons, ovens); or
  - cause illness and infection (animal faeces).

Material Safety Data Sheets (MSDS)
• MSDS are produced and supplied by the manufacturers of hazardous
chemicals and substances.
• MSDS should be clearly displayed near the hazardous chemical or substance
storage area.
• MSDS should detail how the hazardous chemical or substance is safely handled; stored; diluted; transported; and disposed.

• Important: At no time should the service store a dangerous product in a container which is labelled for something different. Children, regardless if they can read or not, are often more aware of symbols; similarly, adults will often interpret a symbol before reading the text.

• At all times, services should ensure the containers that store hazardous chemicals or substances are clear of symbols representing any other product and correctly labelled.

First aid

• At all times, a staff person with first aid qualifications is on duty.

• The Poisons Information Centre telephone number 131126 is displayed: next to every telephone in the service; and where dangerous products are stored.

Protective behaviours and practices

• Staff, carers, students and volunteers as role models

• Children learn through example and modelling is an important way to teach children about safe behaviours and practices.

• Staff, students and volunteers must comply with the Dangerous Products Policy.

• Staff will discuss the dangers of certain products with the children.

• Information about the safe storage of potentially dangerous products in the home may be displayed in the reception area and drawn to the attention of all parents/guardians on a regular basis.
MAINTENANCE OF BUILDINGS AND EQUIPMENT

- Power points will be to an approved safety standard and will be out of reach of all children, or fitted with approved safety shutters or with an earth leakage circuit breaker. Child Care Centre Regulations 1998. No. 55.

- Electrical appliances and cords will be kept out of reach of all children.

- Electrical appliances will be tagged and tested annually by a qualified tester.

- Staff members who become aware of faulty or broken equipment will remove this equipment from use and advise the Director of the need for its replacement or repair. The Occupational Health and Safety Rep will organise regular hazard inspections.

- Staff will ensure that the sandpit is safe and healthy to use at all times.

- The lawn mower will be serviced once a term in term 2. The Director will be responsible for organising this.

- Fuel for the lawn mower must be stored in fuel tin with lid secured in small locked shed.

- Protective equipment must be worn while using the lawn mower;
  - Goggles for eye protection
  - Ear muffs or ear plugs for protection of hearing
  - Protective footwear i.e. enclosed shoes not thongs or sandals
  - Hat, sunscreen and clothing which protects skin against sun damage
**Riverton Kindergarten**

**Policy 3.2 (Safety Policy)**

**CHILD ABUSE AND/OR NEGLECT**

**POLICY STATEMENT:**
Riverton Kindergarten has a responsibility to all children attending the Centre to defend their right to care and protection. To support this right, the Centre will follow the Families SA guidelines set down in “Reporting Child Abuse and Neglect: Mandated Notification Guidelines” when dealing possible abuse or neglect of children, to ensure the child’s and other children’s protection.

The Centre believes it also has a responsibility to its employees to defend their right to confidentiality unless allegations of abuse against them are substantiated.

**CONSIDERATIONS:**

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<td>Children’s Protection Act 1993 (SA); Teachers Registration and Standards Act 2004; Code of conduct for SA public sector Employees 2005; Families SA requirements re reporting of abuse.</td>
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<td>Children</td>
<td>need the right to care and safety; to be empowered to believe that their opinions and are valued and worthy of expression. They need emotional support for understanding of their fears and anxieties. Personal privacy counselling and support in the event of abuse.</td>
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<tr>
<td>Parents</td>
<td>need to feel assured every effort has been made to ensure their child is not in danger of abuse; need counselling and support in the event of abuse.</td>
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<tr>
<td>Staff</td>
<td>need to meet legal obligation to report suspected child abuse and neglect; need counselling and support in the event of an unsubstantiated allegation. Need to adhere to confidentiality policy at all times.</td>
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<tr>
<td>Management</td>
<td>need to meet legal obligation to report suspected child abuse; need clear guidelines and lines of support from Families SA if abuse is suspected.</td>
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- **HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures)**

  - Staff Members will implement the DECS Child Protection Policy and Curriculum
    - teach and role-model self-protective behaviours and safety skills and strategies incidentally in their play scenarios

  - Information about reporting Child Abuse is held at the Centre and must be read by staff and committee and is available to parents of children attending the Centre. Mandatory reporting requirements of staff and management committee working at the childcare centre is outlined in the Centre’s Information Book.

  - To make a notification, the notifier should ring the Child Abuse Report Line on phone 131478 and give the child’s name, age and address and the reasons for the suspicion of abuse, neglect or risk. Place copy of report in child’s file in locked cupboard.

  - Staff members who are unsure whether what they have observed or suspect constitutes abuse, neglect or risk of these, should consult with a worker on the Child Abuse Report Line.

  - It is the personal responsibility of the individual staff member (rather than that of the Director of the service) to notify on suspicion of abuse or neglect.

  - Employers and employees have responsibilities in relation to child abuse and neglect including reporting. These responsibilities are in the Staff Induction folder and must be highlighted to new employees, parents, volunteers and committee members.

  - Staff are required to attend training in relation to mandatory reporting of child abuse and then subsequently attend an annual refresher course. The Governing are mandated notifiers and will also have some training.

  - Information about Child Protection will be available to parents of children attending the Service, volunteers and committee members.