

Document Name	Document Version Number	Review Date
Health and Safety Policy - FDC	1.0.2	December 2024
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1 December 2021	6081	Revised

Purpose

To ensure every child's health safety and wellbeing needs are supported including matters relating to sleep, nutrition, sun protection, water safety, physical activity and administration of first aid.

Scope

Approved Provider, Nominated Supervisor, Early Childhood Educators, Service coordination staff, casual staff, relief educators, children and families.

Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Policy Content

Sleeping: Greater Hume Children Services will ensure that safe sleeping practices are implemented for children in accordance with National Regulations and with guidelines developed and promoted by Red nose. Educators will need to have a good understanding of policies and procedures and embed practices that support the safe sleep and rest practices. Educators will discuss and collaborate with families the individual needs of the child.;

Nutrition, food and beverages, dietary requirements and physical activity: Greater Hume Children Services will ensure that a strong sense of health and wellbeing is supported by good nutrition and an active lifestyle. Children will be encouraged to make healthy food and drink choices and Educators and Greater Hume Children Services staff will encourage parents/guardians to provide appropriate foods that meet the nutritional needs of the child.

Educators and Greater Hume Children Services staff will work with parents/guardians and be aware of children's food allergies, intolerances and other individual dietary requirements with all required documentation completed.

Educators and Greater Hume Children Services staff will support and encourage children to engage in movement and physical activity.

Administration of First Aid: Educators and staff often work in isolation and therefore must be equipped to deal with emergency situations and have the training and skills to administer first aid as required.

Educators must maintain current approved first aid, anaphylaxis and asthma training updated every three years.

Greater Hume Children Services will ensure that appropriate staff and all educators are trained in first aid, anaphylaxis and asthma recognition and appropriate treatment in accordance with National Quality Regulations.

Greater Hume Children Services will ensure that approved first aid kits are readily available in the service including on excursions.

Educators must be aware of children attending their service with a medical condition, health or additional needs and ensure all required documentation is completed and kept current.

Sun protection: Greater Hume Children Services Educators and staff have the responsibility to educate and guide children and families towards the dangers of sun exposure. We believe and recognise the value of outdoor play opportunities and learning in a sun safe way. We encourage those opportunities to be guided around best practice for sun safe protective behaviours and are committed to ensuring all children, educators and staff are protected from ultraviolet (UV) for all outdoor activities.

Water Safety: the safety and supervision of children in and around water is of the highest priority. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the service environment.

Children will be supervised at all times during water play experiences. Children's safety and wellbeing will be protected in and around water through supervision and prevention and be promoted through the availability of clean, hygienic water for play and for drinking. The safety of children around water will be considered when completing **Home Residence or Venue Safety Audits** and **Excursion and Transportation of Children Risk Management Plans** for excursions.

Other: Greater Hume Children Services will ensure Educators identify, assess and manage hazards and potential risks to children such as potentially dangerous products, plants, objects and animals at the service. This is achieved through completion and regular review of the **Home Residence or Venue Safety Audit**, **Higher Risk Activity Assessment Plan** and **Higher Risk Notification Assessment Plan**.

Swimming Pools: Where an approved residence has a swimming pool, the service will follow the NSW/VIC requirements for having a pool, and the legal necessary documentation required. The educator will also need to complete a **Higher Risk Activity Assessment Plan** and will be recorded in the **Home Residence or Venue Safety Audit**.

If an excursion has been planned to a venue with a swimming pool, an **Excursion and Transportation Risk Management Plan** will need to be completed ensuring there is appropriate child safe fencing and for residential pools a compliance certificate is provided. Staff and Educators will ensure that if the swimming pool is used appropriate care is taken to ensure strict ratios are upheld at all times. Families will need to provide permission for any excursion.

Links to Policy

Greater Hume Shire Child Protection Policy

Emergency and Evacuation Policy

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Incident Injury Trauma and Illness Policy

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Students

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues Policy

Interactions with Children Policy

Child Safe Environment Policy

Engagement and Registration of Family Day Care Educators Policy

Monitoring Support and Supervision of Family Day Care Educators Policy

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises Policy

Visitors to the Family Day Care Residence and Venues Policy

Provision of Information Assistance and Training to Family Day Care Educators Policy

Links to Procedure

Child safe environment Office Procedure
Child safe environment Educator Procedure
Interactions with Children Procedure
Incident Injury Trauma and Illness Office Procedure
Incident Injury Trauma and Illness Educator Procedure

Links to Forms

Incident Injury Trauma and Illness Record
Enrolment Form
Higher Risk Activity Assessment Plan
Emergency and Evacuation Plan
Emergency Evacuation Rehearsal Report
Excursion and Transportation of Children Risk Management Plan
Home Residence or Venue Safety Audit

References

Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
Australian Children's Education and Care Quality Authority (2011) National Quality Standards
Australian Children's Education and Care Quality Authority (2011) Guide to the National Quality Framework Australian Children's Education and Care Quality Authority (2011) Guide to the National Quality Standard.
Firth, J, Kambouris N, & O'Grady O. (2003) Health and Safety Model Policies and Practices (2nd ed.)
National Health and Medical Research Council (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (5th Ed.)
ACECQA – Risk assessment and management acecqa.gov.au/media/29421ACECQA – Safe sleep and rest practices acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices
Kidsafe – Kidsafe Family Day Care Safety Guidelines (7th ed.) kidsafe.com.au/wp-content/uploads/2020/12/FINALFDC-Safety-Guidelines_7thEd_NOV.pdf
Australian Government – Australian Dietary Guidelines eatforhealth.gov.au/guidelines NSW Department of Education:
<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/policy-and-procedure>

Responsibility

Service Manager

Document Author

Service Manager

Relevant Legislation

Education and Care Services National Regulation
Education and Care Services National Law
Workplace Health & Safety Act 2011

Associated Records

Nil