



HEALTH & SAFETY

Section 4

Modbury West OSHC Service aims to provide a healthy environment in which children will grow and be safe. Policies were developed keeping in mind that preventative measures are often the most effective way to ensure the health and safety of all children, however we recognise that prevention is not always possible or practical therefore preventative measures will be used in conjunction with control and management measures.

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Allergies S4-1

We will provide safe and effective care of children by ensuring that staff are fully aware of reactions to, and management of, any child's allergies.

Procedure

Parents will be asked to inform the centre of any allergies the child may have at the time of enrolment. If diagnosed after enrolment parents should inform the service of the condition.

This information will be recorded on the child's enrolment form.

Where a child has an allergy the parents will be asked to supply a Health Care Plan

If a food allergy exists parents will be asked to supply an alternative where the service cannot. A list of what they cannot eat along with alternatives will be recorded and filed in the child's file; the child's name will then be listed on an "Alert Bulletin".

All staff are to make themselves aware of the children that appear on the "Alert Bulletin" and as a result make themselves aware of the individual child's needs according to their file.

All new and relief staff will be informed of the "Alert Bulletin" on initial employment.

In the event of a child being enrolled at the service who requires the administering of an EPIPEN, the Director will ensure that at least one trained staff is on duty while the child is in attendance.

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Children's Self Injury S4-2

All children at OSHC need to feel safe and secure from others but also need to be safe from self injury.

In the event a child attempts to injure themselves, staff will notify the senior staff member on duty immediately, and emergency procedures will be implemented if necessary.

The child who is in danger of self injury will remain under constant adult supervision.

The senior staff member on duty is responsible for notifying the following people:

- Director,
- Child's parents (or Emergency contacts), and
- Emergency services as required.

The Director is then responsible for following up with parents and encouraging parents to seek counselling for the child and refer them to CAMHS.

Director to liaise with school Management and other professional/services involved.

Director to organise support services or counselling for staff and/or children involved or witness to incident.

After any incident of this nature staff will debrief the incident and review policy and procedures.

See Mandatory Notification Policy/ Procedure for additional information



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Environment S4-3

This is a non-smoking site. This includes all indoor and outdoor play areas and anywhere within sight of children, including all excursions.

All rooms in the OSHC service will be well ventilated with appropriate heating and cooling facilities.

Where appropriate or necessary, windows will be flyscreened, or buildings will be protected against flying insects (low irritant, environmentally friendly sprays may be used minimally and only when necessary, and never in the presence of children).

The Director and staff will take individual needs and specific activities into account when ensuring that lighting, heating and noise levels are comfortable.

Encouragement of environmental considerations will be implemented in children's activities and in the day-to-day operation of the service.

In the interests of children's health, the service will use appropriate environmentally friendly products wherever possible.

Safety power plugs will be used for all power outlets not in use. Wherever possible all non essential electrical devices will be unplugged from the outlet and a safety power plug put in its place.

All rubbish will be disposed of in an environmentally friendly way, and products recycled whenever possible.



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Exclusion S4-4

(See also suspension/ exclusion S1-1/3)

Unwell children S4-1

If a child is deemed unwell by the most senior staff member on duty then, the parents will be notified and asked to collect the child. The child will be made comfortable and separated from the other children until the parent arrives or until the child recovers. When a parent cannot be contacted, staff will phone emergency contacts.

A child will not be permitted to attend the service if they are displaying signs of illness. In the case of a family not identifying an illness the decision to contact the parents for collection will be made by the most senior staff member on duty.

If a child requires immediate medical aid, the most senior staff member on duty will ensure the relevant emergency services are contacted and that the parents or emergency contacts are notified as a priority. See *Management of Unwell Children S4-11*

Any illness at the service will be recorded on the Accident Illness Record (see appendix 10)

Unwell Staff S4-4/2

If a staff member is unwell, they should not report to work. Staff members should contact the Director at the earliest possible time to advise of their inability to report to work.

In the case of serious ill health or hospitalisation, a staff member will require a medical certificate from their medical practitioner or specialist, verifying that they are sufficiently recovered to return to the service.

Infectious Diseases S4-4/3

Children and staff with infectious diseases will be excluded from the service in accordance with departmental Administrative Instructions and Guidelines (AIGs) and the Government of South Australia's Department of Health publication "You've Got What?" (3rd Edition, 2005).

A medical certificate is required for a child or adult to be readmitted to the service after contracting any recognised infectious disease as outlined by the aforementioned publications.

For more detailed information visit <http://www.dh.sa.gov.au/pehs/youve-got-what.htm> or <http://www.nhmrc.gov.au/publications/synopses/ch43syn.htm>



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Harassment S4-5

All children and staff in OSHC have the right to feel safe and secure whilst they attend the service.

Our service will implement a zero tolerance to all forms of harassment.

If harassment occurs the child being harassed has the right to ask for it to stop, staff will encourage and empower the child to do this.

If the harassment continues the child then needs to report it to a staff member. The staff member is then responsible for making sure the situation is dealt with as soon as possible and in an appropriate manner. The staff will be encouraged to utilise established Modbury West Schools behaviour management strategies to maintain congruity for the children.

If the child continues to harass, the Director will inform parents of the situation and try to develop strategies to manage the behaviour (this will be done in line with the service behaviour management guidelines), the Director will also consult with school management where appropriate.

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HIV/AIDS and hepatitis B and C S4-6

The service recognises that HIV/AIDS and hepatitis B and C, like any other disease, are best dealt with by the application of preventative measures. Staff will be encouraged to follow hygiene procedures outlined in the hygiene policy at all times.

Staff and management practices will adhere to the law under the Federal Disability Discrimination Act 1992 and the Equal Opportunity Act 1984 (SA), that no discrimination will take place based on the HIV status of a child/parent/guardian/staff member. As HIV is not transmitted through casual contact, anybody with AIDS will be treated as any other person would be.

Staff and management shall understand that discrimination based on HIV/AIDS and hepatitis B or C in regard to access to a service is also unlawful. A child with HIV/AIDS/hepatitis B or C has a right of access to the service. A staff member with any of these has the right of equal opportunity employment.

If a staff member is notified that a child or the child's parent or another staff member is infected with HIV/AIDS or hepatitis B or C, the information will remain confidential. This information will be shared with other staff members only with the consent of the person with the virus or the parent. Deliberate breaches of confidentiality will be a disciplinary offence preceding normal consultative action (see Confidentiality, Grievance and Staffing policies).



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Hygiene S4-7

Hand washing S4-7/1

Hand washing is one of the most effective ways of controlling infection in the service.

Staff and children should wash their hands:

- Before handling, preparing and eating food
- After going to the toilet
- After cleaning up blood and other bodily substances
- After handling animals.
- After general cleaning

All staff must wear gloves (disposable rubber or vinyl) when:

- In contact with blood or other bodily substances or open sores
- Cleaning up faeces, vomit or blood
- When handling clothes, cloths or equipment which has been soiled by body fluids
- When cleaning a contaminated area. (Staff will follow the procedure as set out in the Government of South Australia's publication "You've Got What?" (3rd Edition, 2005) with particular reference to area 13 *hand washing* and area 20 *handling blood and other body substances*)

Staff must wear gloves when cleaning if they have a break in the skin of their hands, or if they have dermatitis or eczema.

Staff should wash their hands with soap and water after gloves are removed.

General S4-7/2

Surfaces will be cleaned after each activity and all surfaces cleaned thoroughly, daily. Areas contaminated with body fluids will be disinfected.

The service will ensure that toilets and hand-washing facilities are easily accessible to children. Children will be encouraged to flush toilets after use, and wash and dry their hands.

The service will ensure that females have access to hygienic facilities for the appropriate disposal of sanitary pads and tampons.

Toys, dress-up clothes and other materials and equipment such as cushion covers will be washed regularly. The criteria for selecting new toys, equipment, games, furnishings and other materials will include ease of cleaning.

Each child will be provided with clean drinking and eating utensils for snacks and meals where appropriate. These utensils will be washed or discarded after each use.

Staff will encourage children to put leftover food and soiled food in the bin.



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Food will be prepared, kept and served hygienically, in accordance to local council regulations.

Bins for the temporary storage of refuse and garbage will be kept with lids on and will be emptied daily.

Hygiene practices and procedures consistent with up-to-date advice from relevant State health authorities will be observed at all times.

Children will be encouraged to follow good hygiene and dental care practices. Staff will discuss these subjects with groups and individual children as needed.

Staff are expected to act in ways that do not endanger the health and safety of children, parents or other staff, and to encourage healthy and safe behaviour in children by setting a good example.

Animals S4-7/3

Any animal or bird kept at the OSHC service will be maintained in a clean and healthy condition in line with 'The Code of Practice for the Use and Care of Animals in Schools'(see *appendix 3*), The Prevention of Cruelty to Animals Act 1985. Children will be supervised during contact with animals and discouraged from putting their faces close to animals. Children will wash their hands after touching animals.

Any animal scratches or bites will be cleaned immediately with soap and antiseptic, and recorded on the accident/ illness record form (see *appendix 10*) and parents notified.

Staff will encourage children not to touch any animals that are not a part of the program. In the case of an animal accessing the grounds of the service (or on excursion where appropriate) children will be encouraged to remain at a safe distance from the animal; if accompanied by an individual, that individual will be asked to remove the animal from the grounds (or excursion area, where appropriate) if the animal remains unattended on the grounds of the service (or excursion area, where appropriate) the proper authorities will be contacted to assist in the removal of the animal.



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Immunisation S4-8

Families S4-8/1

Parents will be encouraged to immunise their child against all diseases appropriate to the child's age. In accordance with the National Health and Medical Research Council exclusion guidelines (see *appendix 5*), children who are not immunised may be excluded from care during outbreaks of some infectious diseases, even if the child is well (see *Access to the Service policy*).

Families seeking Childcare Benefit for the first time for a child who is less than 7 years old will need to meet immunisation requirements set out in the Outside School Hours Care Handbook.

Staff S4-8/2

All staff will be encouraged to have all childhood immunisations. Staff should receive a booster dose of tetanus and diphtheria vaccine every 10 years.



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Information distribution about health and hygiene S4-9

Information about the Occupational Health Safety & Welfare Act, Regulations, and Codes of practice, guidelines and the departmental OHS&W Manual are held at the service, or on the school site, and will be made available to staff, Management Committee members and parents.

Employee and employer obligations in regard to OHS&W are discussed with new staff and committee members as part of their induction. They are included in staff and committee handbooks.

A training program is organised every 12 months to ensure staff and committee members can identify:

- Key elements of the OHS&W Act
- The service's health and safety procedures and policies
- Safe and healthy workplace practices
- How to report hazards
- How to contribute to safe work practices and procedures.

Staff are encouraged to report incidents which lead to high stress levels to the Director, Management Committee and/or OHS representative. Positive steps will be taken to understand and minimise stress suffered by individual staff members.

Information on hygiene and dental-care principles and practices will be available at the service and drawn to the attention of parents.

When there is a notifiable infectious disease in the service, information will be made available to parents in a manner that is not prejudicial to the rights of staff or children and which does not infringe State or Australian Government legislation.

Parents will be informed by notices about common infectious diseases in the service. Parents of children with immunity impairment will be advised about outbreaks of contagious diseases so that they may decide if it is in the best interest of the child not to attend the service for a period.

Staff, parents and children will have access to current information provided by relevant government authorities on how to minimise health and safety risks to staff and children.



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Reporting Child Abuse & Neglect S4-10 (formerly Mandated Notification)

We believe that the welfare of all children is of paramount importance and that the centre has an obligation to defend the child's right to care and protection. Staff and management have a responsibility to take action to protect children they suspect may be abused or neglected.

Our centre will carry out responsibilities of mandatory reporters as indicated under legislation. Children's Protection Act 1993 Section 11(1) & (2)

Implementation

Reporting Child Abuse and Neglect, Mandated Notification Guidelines' is held at the service and must be read by the staff and Management Committee. It is also available to parents.

Staff are encouraged to discuss any issues or concerns with the Director.

Employer and employee obligations in relation to allegations of child abuse are included in staff and committee handbooks. These obligations are pointed out to new staff and committee members at the beginning of their employment.

Staff will undergo training in relation to child protection and notification as part of the training budget.

Staff should remember that it is not their responsibility to prove the abuse, just to have reasonable suspicion that abuse or neglect has occurred.

Reports should be treated with strict confidentiality.

Staff will leave the situation in the hands of the designated Departmental officers once a report has been made. They should not discuss the issue with the parents, or try to undertake any investigation into the situation.

The staff will not question the child or parents prior to any discussions with the Departmental Helpline Officers.

Resources for staff and mandatory reporters should be available at the centre for referral at all times.

Sources for further reading:

1. *Government of south Australia: Reporting child abuse & Neglect. Mandated Notification Guidelines*
2. *FAYES:*



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Management of unwell children S4-11

If a child is deemed unwell by the most senior staff member on duty then, the parents will be notified and asked to collect the child. The child will be made comfortable and separated from the other children until the parent arrives or until the child recovers. When a parent cannot be contacted, staff will phone emergency contacts.

A child will not be permitted to attend the service if they are displaying signs of illness. In the case of a family not identifying an illness the decision to contact the parents for collection will be made by the most senior staff member on duty.

If a child requires immediate medical aid, the most senior staff member on duty will ensure the relevant emergency services are contacted and that the parents or emergency contacts are notified as a priority.

Any illness at the service will be recorded on the Accident Illness Record (see appendix 10)



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Medication S4-12

We aim to ensure the proper care and attention to all children through following specific guidelines regarding all medications given to the children.

To ensure that the interests of staff, children and parents are not compromised; medication will only be administered with a medication plan signed by a doctor or medical practitioner.

To ensure the interests of families are met, staff will undergo training in the administration of medications; Medication Management. Where a staff member has not participated in this training all efforts will be made to ensure that medications are only administered by trained staff.

The Director* will assist with children's medication if:

- It is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements
- It is an over-the-counter medicine that has been authorised by the child's parent and prescribed or approved by the child's doctor.
- The parent has completed and signed the service's Request to Administer Prescribed Medication form.

When staff are to assist with a child's medication, it should be given directly to the staff member in charge, not left in the child's bag or locker. (Except where detailed by the Health Care Plan)

Before medication is given to a child, staff will verify the correct dosage with another staff member. After giving the medication the staff member will complete the following details on the Request to Administer Prescribed Medication Form.

Where medication is required for the treatment of long-term conditions or complaints, such as asthma, epilepsy or ADHD, the service will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed.

If children are receiving medication at home but not at the service, the service should be advised of the nature of the medication, its purpose and of any possible side effects it may have on the child.

Staff will provide first aid in line with current level of training and strictly following an individual's health care plan. Any requirements outside the scope of basic first aid or where additional training is required, may result in the enrolment being suspended, deferred or rejected, until such time as the child can be cared for adequately.

See Allergies S4-1 for information about how EpiPen use will be managed.

Where additional advice is needed, the OSHC service Director should refer the matter to the CAFHS medical officer for the area in which the service is located.



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Nutrition S4-13

Food provided at Modbury West OSHC will be nutritious and varied. Snack times and activities involving food preparation will provide positive learning experiences for children, who will be encouraged to develop healthy eating habits. Parents will be consulted and encouraged to share family and multicultural values and experiences to enrich the variety and enjoyment of food to meet children's nutritional needs.

Implementation

Food is prepared and stored hygienically.

The service will provide children with balanced snacks that meet the recommended nutritional needs of children.

Snack times will be treated as social occasions. Staff members will sit with the children and interact with them to encourage good eating habits and an appreciation of a variety of foods and drinks.

Where possible, snacks and drinks will reflect a wide variety of cultures, especially the cultural backgrounds of families within the local community.

Snacks and drinks will be appetising and provide variety. Where possible, fresh produce will be used.

Menus will be planned with input from children, parents and staff.

Drinking water will always be available and accessible to staff and children.

Snack and meal times will have a regular schedule but small, nutritious snacks will be available to hungry children.

Children will be encouraged to try different food but will never be forced to eat. Their food likes and dislikes and their family's religious and cultural beliefs regarding food will always be respected.

Where children are on special diets, the parents may be asked to provide a list of suitable and unsuitable foods and their child's food preferences or to supply special food.

The denial of food will never be used as punishment.

The importance of good, healthy food will be discussed with children during snack time, as appropriate.

Information on nutrition, food handling and storage will be displayed at the service and provided to parents.



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During vacation care, parents will be asked to provide their child's lunch and drinks, except when otherwise stated on the vacation care program.

- Breakfast will be provided at before school care; before 0810 hours.
- When food is prepared as part of the children's program of activities, the ingredients and preparation techniques used will be hygienic and safe and contribute to children's nutritional needs.

Sources for further reading:

1. Food standards Australia and New Zealand: www.foodstandards.gov.au
2. Nutrition Australia: www.nutritionaustralia.org
3. NCAC: putting children first- OSHCQA fact sheet #1 Nutrition & Healthy Eating
4. NCAC: putting children first- OSHCQA fact sheet #4 Food Safety
5. Staying Healthy in childcare: www.health.gov.au/nhmic
6. NSW Food Authority: www.foodauthority.nsw.gov.au
7. Government of South Australia "Rite Bite- healthy food and drink supply strategy"

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Sun protection S4-14

Australia has the highest incidence of skin cancer in the world, with two out of every three people developing some form of skin cancer in their lifetime.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature aging. Most skin damage and skin cancer is therefore preventable.

By encouraging all members of the schools community to use effective skin protection we hope to reduce the incidents of skin cancer and the related number of deaths.

Implementation

This policy is for implementation throughout the whole year with particular emphasis during the hottest months in term one and four when hats and sunscreen will be required each session.

- Modbury West OSHC will follow school guidelines in reference to the wearing of hats during the school year.
- Children will be encouraged to wear a hat which protects their face, neck and ears when they play outside eg broad brimmed, legionnaire or bucket style hat. To minimise spread of infections such as head lice, impetigo and ringworm, children will be encouraged not to share hats.
- On enrolment children will be issued with an OSHC hat, free of charge. Replacement hats will incur a fee
- Children who do not have their hats will be asked to play in a shaded area protected from the sun, this includes all playground equipment covered by shading and within the confines of tree areas producing adequate shade as prescribed by the Director or representative thereof (excursion days children will be issued an OSHC hat, the costs of which will be added to the parents account) *see miscellaneous fee policy S2-3/6*
- During vacation care and on a school's pupil-free days, outdoor activities will be scheduled before 10 am and after 3 pm when possible. If the forecast temperature is between 34 & 36 degrees Celsius children will be allowed to undertake outside play in shaded areas as deemed appropriate by the Director or an agent thereof; no hi impact activities will be encouraged. In instances where the forecast temperature is above 36 degrees Celsius there will be no outside play allowed; this is in line with Modbury West Schools hot weather policy.
- SPF 30+ broad-spectrum water-resistant sunscreen will be provided for staff and children. It is recommended that sunscreen is used only on exposed skin that cannot be protected naturally. If possible, it is preferable for children and staff to wear cover-up clothing, such as loose, light-coloured closely woven cotton garments with long sleeves and collars, for all outdoor activities.
- Staff will ensure that sunscreen is not out of date.
- Discussion about skin and ways to protect it from skin cancer will be included in the children's program.
- When enrolling their child, parents will be informed about the sun safety policy.
- Staff will be aware of the proper application of sunscreen & model the above practices.

Sources for further reading:

1. *Occupational Health & Safety Act 2000 (Cwlth)*



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2. The Cancer Council of Australia: www.cancer.org.au/information/factsheetforhealthprofessionals/besunsmart



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First Aid/ Accidents S4-15

We will ensure the safety and well being of staff, children and visitors, within the centre and on excursions, through proper care and attention in the event of an accident. The centre will make every attempt to ensure sound management of the injury to prevent any worsening of the situation. Parents or emergency contacts will be informed immediately where the accident is serious. During operating hours there will always be a qualified first aid trained staff member on duty.

Staff at the service will follow the First Aid guidelines as set out in the DECS Document; BELS First Aid or the equivalent will be held by all staff.

Procedure

"The person caring for the child assumes responsibility for acting in the best interests of the child in the event of an injury. The careful exercise of this discretion is considered part of the staff's duty of care."

Staff will be required to supply two contact numbers in case of an emergency or accident.

If a child, staff member or visitor has an accident while at the centre they will be attended to immediately by a staff member who holds a first aid certificate.

Anyone injured will be kept under adult supervision until they recover or an authorised person takes charge of them.

The most senior staff member on duty will be notified immediately of all incidents; the Director is ultimately responsible for all incidents and should be notified accordingly.

In the case of a minor accident the first aid attendant will:

- assess the injury and attend to the injured person and apply first aid as required.
- ensure that disposable gloves are used with any contact with blood or bodily fluids.
- ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner.
- ensure anyone who has come in contact with any blood or fluids wash in warm soapy water.
- record the incident and treatment given in the accident book, indicating name, date, time, nature of injury, how occurred, treatment given and by whom, to be signed by staff and witnessed if possible.
- obtain parent signature confirming knowledge of the accident.
- notify the parents either by phone after the incident if seen fit or on their arrival to collect the child.

In the case of a major accident requiring more than first aid, the first aid attendant will:

- assess the injury, and contact an ambulance and tell the Director* of their decision.
- If the child's injury is serious the first priority is to get immediate medical attention. Although parents should be contacted straight away.
- Attend to the injured person and apply first aid required.
- Ensure that disposable gloves are used with any contact with blood or bodily fluids.
- Stay with the child until suitable help arrives, or further treatment taken.
- Try to make the child comfortable and reassure them.



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- when the ambulance arrives a staff member where possible will accompany the child and take the child's medical records.
- record the incident and treatment given in the accident book, indicating name, date, time, nature of injury, how occurred, treatment given and by whom, to be signed by staff and witnessed if possible. For serious incidents staff must also complete an ED155 form (*see appendix 11*)
- obtain parent signature confirming knowledge of the incidents.

The Director* will in all accidents:

- notify the parents or emergency contact person immediately regarding what happened and action is being taken. Every effort will be made not to panic the parents.
- ensure that all blood or bodily fluids are cleaned up in a safe manner.
- ensure that anyone who has come in contact with any blood or fluids washes in warm soapy water.
- try to reassure the other children and keep them calm, keeping them informed about what is happening, and away from the injured child.
- Staff will adhere to the Hygiene policy in all accident situations.

Accidents which result in serious injury to a child must be reported to:

- Parents/Guardian.
- The ambulance service.
- OSHC project team (through the use of the ED155 form)
- The Director and School Leadership (as soon as reasonably possible)

Accidents which result in serious injury to staff must be reported to:

- The most senior staff member on duty
- An emergency contact
- The ambulance service.
- OSHC project team (through the use of the ED155 form)
- The Director and School Leadership (as soon as reasonably possible)

In the event that a staff member is injured on excursion and requires hospitalization; children who witness the accident will be comforted and a decision will be made by the most senior staff member on duty to determine if the excursion will continue, always considering staff:children ratios (1:15 at service, 1:8 on excursion, 1:5 water based excursion)

Any serious injury/ accident, hospitalization, media presence etc a critical incident report is required to be completed and forwarded to state office. www.decs.sa.gov.au/docs/documents/1/CriticalIncidentReportF-2.doc *see appendix 13 for a hard copy of critical incident report form.*



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Emergency Procedures S4-16

We aim to provide an environment that provides for the safety and wellbeing of the children at all times. All children and staff will be aware of, and practiced in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately undertaken.

Emergency Evacuation S4-16/1

Procedures will be clearly displayed near the main entrance and exit.

All staff, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the centre. Staff will make arrangements as to duties undertaken in the absence of other staff.

Children and staff will practice the emergency procedure at least twice a term, in all types of care, before school, after school and at the beginning of vacation care. Drills will be conducted more regularly when there are new children.

All emergency drills will be recorded with date, time and length of time it took. Additional comments on recommendations for improvements can also be included in the record.

Parents will be informed of the procedure and assembly points in the parent handbook.

No child or staff member is to go to their bags to collect personal items during an emergency evacuation. This would lead to confusion and delays.

Fire extinguishers will be installed and maintained in accordance with Australian Standard, and staff will be instructed in their operation.

Staff will only attempt to extinguish fires if the fire is small, there is no threat to their personal safety and they feel confident to operate the extinguisher and all the children have been evacuated from the room.

The centre will install and maintain a fire blanket and smoke detectors.

Emergency Lockdown S4-16/2

Procedures will be clearly displayed near the main entrance and exit.

All staff, including relief staff, will be informed of the procedure and their specific duties identified in their orientation to the centre. Staff will make arrangements as to duties undertaken in the absence of other staff.

Children and staff will practice the emergency procedure at least twice a term, in all types of care, before school, after school and at the beginning of vacation care. Drills will be conducted more regularly when there are new children.

All drills will be recorded with date, time and length of time it took. Additional comments on recommendations for improvements can also be included in the record.

Parents will be informed of the procedure and assembly points in the parent handbook.



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Hazardous Materials S4-17

We will provide an environment that is safe with no risk to the health and well being of the children, staff or parents. We will ensure that all activities undertaken while the service is in operation will not be potentially hazardous and that all hazardous materials will be stored appropriately.

Procedure

Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, staff or others in the centre will not be used or undertaken while the service is in operation.

Should any pests or vermin be identified then action should be taken to rid the centre of the problem by initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products.

Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation, and preferably not in the presence of the children.

Aerosol cans such as spray paints etc used for specific activities will only be used outside in a well ventilated area.

All staff will be made aware on initial orientation in the centre, of any potentially dangerous products, which may pose a danger to the children and where these are stored. All relief staff will also be made aware of the products and where they are stored.

All potentially dangerous products such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications will be stored in the appropriate containers, clearly labeled and stored in the designated secured area which is inaccessible to the children.

Material Safety Data Sheets (MSDS) for all chemicals stored on the premises.

MSDS should be obtained by the delegated staff member whenever a new product is purchased by telephoning the manufacturer (on label of product) or accessing the website of the manufacturer and downloading the MSDS.

Staff are responsible to ensure that these areas remain secure and do not to inadvertently provide access to these items by the children.

Cleaning and hazardous products should not be stored close to foodstuffs or where storage of these food products might contaminate foodstuffs.

Staff should always read the label before use of any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.



HEALTH & SAFETY

Toilet/ Change Room Policy S4-18

The service recognises the vulnerability of children while using public toilets, including those on the school site. In developing the following procedures consideration was given to the individual child's right to privacy balanced with the need for children to be safe. This Policy/ Procedure must also guide staff in appropriate levels of supervision so as to protect them.

Procedure

Staff Protection

Staff will wherever possible use a different toilet block to the children, where this is not possible staff will notify the Senior Staff member on duty that they are going to the toilet and also on their return to duty. If using the same toilets as the children, male staff must not use the urinal but instead use the cubical.

On excursions a male staff member will be employed 'if possible' to help supervise the boy's toilet area especially on swimming excursions. When this is not possible a female staff member will walk children to the toilets and wait at the door. Should it be necessary for a female staff member to enter the toilets if an emergency situation arises they will knock on the door and announce they are entering.

Staff supervising the toilet area and/or assisting children with changing should where possible be in OSHC/Vac uniform, or be identifiable as an OSHC/Vac employee

Child Protection

Staff will discuss at appropriate times with children safety and protective behaviors, either in groups or individually.

Children must notify staff when they are going to the toilets. Staff will actively monitor children going to and from the toilets during 0700hrs – 0800hrs and 1700hrs and 1815hrs.

Children will be encouraged to go to the toilets in pairs while at the centre and either in pairs or small groups while on excursion.

Where this is some distance from the rest of the group and/or not in line of sight, a staff member will walk them to the toilet and wait outside the door until all children have returned (age appropriate supervision is required, eg younger children may require more supervision than older children). They will then walk back together.

Change Room Safety

When on excursion and children are required to get changed into other clothing, staff will supervise this area sensitively, ensuring children have privacy. Staff will check the toilet/change room area prior to our children entering and determine the area as being safe. Staff (preferably of the same sex) will standby at the entrance of the toilets and watch comings and goings of children and the public, Staff will enter the change room and scan the area looking for any problems and inappropriate behaviours, and manage them accordingly. If a child asks a staff member for assistance changing, staff are able to assist. The staff member will ensure that they are in the change room area (eg in the open and not in a cubical) and wherever possible ensure another staff member is present in the area. Depending on the child's age and abilities will determine the extent of assistance provided.

On swimming excursions or when staff are required to get changed using the same change rooms as the children, staff will get changed either before or after all the children have finished getting changed and have return to the designated group area. Where this is not possible and staff are required to get changed at the same time as the children staff are required to use a cubical.



HEALTH & SAFETY

Electronic Devices Policy S4-18

The service recognises the vulnerability of children while using electronic media inclusive of all social sites and gaming/entertainment consoles. In a time when the safety of children is under threat through less transparent means it is important for all people to recognise the damage that can be caused through electronic medias. The purpose of this policy/procedure is to ensure continuity of care and ensure all stakeholders maintain a professional distance with respect to appropriate behaviours

Procedure

Staff Protection

Staff will under all circumstances refuse interactions with children through electronic means unless under the direct supervision of the parent/caregiver. This extends to all internet social networks and communications via telephone especially mobile phones.

Conversations that arise on the telephone resulting in official Out of School Hours Care business will be directed through the Director. If the Director is not available the next most senior staff member of duty. A record of the conversation will be recorded in the prescribed way so as to maintain professionalism and continuity.

If at any time a staff member is approached by a student to provide personal details for the purpose of electronic interactions the staff will decline and report the incident to the Director. The Director will discuss the matter with the student and inform the parents/caregivers of the conversation.

When using a social network site such as Facebook or Myspace a staff member who receives a request from a child attending the Service or is known to attend the School will refuse contact and report the incident to the Director as soon as possible. The Director will discuss the incident with the child and inform the parents/caregivers.

If a child not attending the Service or the School attempts to contact a staff member, the staff member is encouraged to decline all attempts at contact from minors. Training and Development will be regularly monitored and the Service will continue to keep up to date with the latest recommendations regarding electronic media.

Child Protection

Children will not be permitted to bring electronic media to the Service. Unless at the express permission of the Director for purposes of emergencies once disclosed to the Director by the parents or for the purposes of long travel time on excursions for Vacation Care periods. The Director will indicate the type of media that will be permitted.

If a child is seen with media that is not expressly permitted, the child will be asked to store the device in their bag or if reoccurrence of the offense occurs then the device will be confiscated.

Cyber Bullying