Wangala
PRIMARY SCHOOL

Outside School Hours Care Policy
Maintenance of Safe Environment

Purpose

The Wangala Primary School Outside School Hours Care service aims to provide and maintain a safe and healthy environment in which children may play in and explore their world free from harm. The service will protect the health and safety of children and every person who enters the services premises or use services equipment, by keeping informed about and complying with the applicable workplace health and safety legislation, complying with the Education and Care Services National Law Act 2010 (Victoria) and ensuring Codes of Practice, Standards and recommendations from recognised authorities are followed at the service to protect persons from harm, injury or illness.

Strategies for Policy Implementation

- Educators will ensure play areas are always appropriately supervised.
- Staff will ensure play areas are always supervised in a manner that is sufficient to ensure the safety and wellbeing of the children appropriate to their stage of development.

Maintenance of Buildings and Outdoor areas

- A maintenance register will be maintained through the Wangala Primary School Maintenance System to track the maintenance of buildings and equipment and monitor the effectiveness of safety checks.
- Educators/staff will complete Daily Safety Checklists to assess the safety of all areas of the service. The education and care premises will comply with the Education and Care Services National Regulations in regard to:
  - Premises, furniture and equipment to be safe, clean and in good repair
  - Indoor space requirements
  - Outdoor space requirements
  - Ventilation and natural light
  - Toilet and hygiene facilities
  - Laundry and hygiene facilities
  - Food and beverage storage and handling facilities
  - Furniture, materials and equipment
  - Fencing and security
  - Swimming pool prohibition
  - Administrative space
  - Visibility
  - Outdoor space and natural environment
  - Shaded outdoor space
  - Glass
  - Assessments of family day care residences and approved family day care venues

- All heating systems used in the OSHC service will meet the requirements of the applicable workplace health & safety legislation.
- Electrical appliances and cords will be kept out of reach of all children.
- Ceiling fans will not be operated whilst children are present if they pose a hazard to children.

- The service will meet standards for glazing in public buildings set down in the Building Code of Australia and that windows when opened do not create a hazard to children.
- The service will ensure that hot water taps to which a child has access to will be thermostatically controlled at less than 42° C or will be fitted with a device which prevents the operation of the tap by a child.

Equipment

- All equipment and toys purchased for the service will meet Australian Standards for safety.
- The Australian Standards relating to the construction and installation of fixed and temporary outdoor play equipment will be adhered to, to ensure children's safety when using outdoor play equipment. This includes the type of materials and installation requirements used for outdoor surfaces.
- The Wangala Primary School - School Council will ensure that outdoor play equipment does not pose a hazard to children because of its design, manufacture, installation or use, and soft fall surfaces are provided under and around any outdoor play equipment from which there is a reasonable likelihood of a child falling because of the equipment's design or the manner in which it is used.
- Educators will check soft surfaces under and around outdoor play equipment to ensure it is adequate and evenly spread, on a daily basis.
- All educators will be diligent to ensure that all equipment and toys are kept in a thoroughly safe, clean and hygienic condition and in good repair at all times, and stored in a safe manner. Educators who become aware of faulty or broken equipment will remove this equipment from use and advise the coordinator of the need for its replacement or repair. All such incidents will be noted on a Hazard Report.
- The service will ensure that adequate furniture is available to meet the physical and developmental needs of children attending the service.
- The service will ensure that all staff members have ready access to an operating telephone or other similar means of communication, whenever children are present at the education and care service.
- Sandpits will raked daily to dispose of any animal faeces, other contaminants or potentially dangerous objects.
- The outside playing area will be checked regularly to ensure poisonous vegetation is not accessible to children.
- Children will be carefully introduced to new toys and pieces of equipment and taught how to use and care for them appropriately.
- Children using play equipment will be supervised at all times.
- Equipment that should only be used under supervision will be stored in a safe place out of reach of children.

Storage of Potentially Dangerous Products

- All educators/staff will be made aware of which products may pose a danger to children in the service and will do their best to minimise the use of these products without jeopardising the hygiene of the children or themselves.
- The service will purchase and use less toxic substances whenever possible.
- The service will maintain a register of all hazardous substances kept on the education and care premises through the Wangala Primary School OHS system.
- All potentially dangerous products will be clearly labelled and stored in their original labelled containers with the relevant Material Safety Data Sheet (MSDS) for that product, out of reach of all children, or unauthorised adults.

- All hazardous products are used in accordance with the manufacturer's written instructions and specific workplace procedures, and dangerous chemicals are only used when children are not present at the service.
- First Aid Action Plans are developed for each hazardous product kept on the education and care premises.
- Flammable materials are stored separately from anything that constitutes or is likely to constitute a fire hazard.
- Educators will discuss the dangers of certain products with the children.

Protection of Visitors

- Visitors may be present at the service from time to time and will have their safety assured whilst at the service through the following procedures:
  – The service will require visitors to report to the nominated supervisor/educator/staff member on arrival.
  – The nominated supervisor/educator/staff member will be aware of where visitors are at all times.
  – Educators/staff will accompany visitors where possible.
  – Visitors will be restricted from any hazard area.
  – Educators/staff will be inducted on safety issues concerning visitors.
  – Visitors will be inducted about hazards on the premises (if any).

Review Cycle

This policy was last updated in October 2024 and is scheduled for review in October 2027.
The recommended minimum review cycle for this policy is 3 years.