

BUILDING, ENVIRONMENT AND EQUIPMENT SAFETY CHECKS POLICY

1. Policy

Annie Dennis Children's Centre (ADCC) is committed to providing safe environments and equipment for the children.

2. Purpose and Scope

This policy sets out clear guidelines to staff and the Committee of Management responsible for the maintenance of the building and playgrounds.

3. Practices

Regular and systematic safety inspections of all equipment, indoor and outdoor environments will assist to minimise incidences of accidents and injuries to children while attending ADCC. Recognising potential hazards, eliminating and controlling hazards is important.

The staff will:

- perform daily indoor and outdoor safety inspections of all children's rooms, bathrooms and outdoor areas using a checklist.
- conduct indoor safety checks between 7.15am and 7.30am, before the Centre opens and accepts children
- inform room staff if an indoor safety check has not been completed due to insufficient time, the subsequent staff member will then be required to complete the safety check
- conduct outdoor safety checks prior to children going outdoors to play
- return all safety checks once completed to the office for the Centre Director or Assistant Director to check and sign
- ensure the emergency evacuation bags are stocked with essential items in case of evacuation
- inform relevant room staff if a hazard has been identified on the indoor and outdoor checklist. Staff are required to remove or eliminate the hazard immediately. If the hazard can not be removed or rectified, the Director must be informed and a maintenance request form will be submitted to the City of Darebin and,
- ensure they only use safer, less toxic alternatives for cleaning e.g. warm soapy water.

When buying equipment staff will:

- check all equipment for quality design and manufacture e.g. no choking hazards, cords, or parts that can break off
- check for sharp edges
- ensure all equipment purchased is age appropriate
- check equipment for loose, detachable or broken parts (anything that fits into a 35mm canister can choke a child under three years old)

- discard broken toys if they are not repairable
- regularly test locking devices to ensure they work correctly and regularly check furniture and equipment for stability, wear and tear and,
- ensure cleanliness of all equipment.

The Director will:

- ensure emergency management evacuation plans are current and on display
- ensure a staff member is appointed to assess the building, indoor and outdoor environments for any maintenance concerns. Maintenance assessments will be conducted on a fortnightly basis or as required
- ensure emergency management contact numbers are up to date and on display near phones
- the Centre is cleaned on a daily basis
- ensure all staff undergo the necessary training in first aid and in anaphylaxis management (use of an adrenaline auto-injection device)
- ensure any maintenance issues are reported to the City of Darebin in a timely manner and follow up within seven working days if not completed
- ensure all maintenance requests/details are recorded and,
- ensure that furniture is sturdily built.

The City of Darebin will be responsible for ensuring:

- the evacuation management plans are up to date
- the early warning system is maintained
- the Centre undergoes a yearly maintenance audit to identify any minor or major works required for the building and grounds. The council audit is conducted in conjunction with the Director and a committee member
- all electrical equipment is safety tagged to ensure items are not faulty
- essential services are maintained e.g. fire extinguishers
- soft fall areas are replenished each year
- sand pits are replenished with sand each year and,
- maintenance procedures are addressed in a timely manner.

4. Procedure

Parents and guardians will be informed that this policy has been adopted by announcement in the Centre newsletter. A copy of the policy will be provided to staff members, parents and guardians, casual staff and students as well as being included in the Parents' Handbook, the ADCC Policy binder and the website.

5. Evaluation

The Director will monitor any feedback received on this policy over a 2 year period.

The **Building, Environment, Equipment and Safety Checks policy** is linked to the *National Early Years Learning Framework*.

Outcome 4 Children are confident learners:

Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Outcome 1 Children have a strong sense of identity:

Children feel safe, secure and supported

Date Approved by the COM 24 January 2007

Next review date January 2009

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Next review date June 2011

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Next review date June 2013

Key Source Documents

- Kidsafe VIC www.kidsafevic.org
- Consumer affairs Division (Commonwealth of Australia, *Safe Toys for Kids*, 1998)