



Mobile: 0401 739 629

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Health and Safety

Introduction

A Club For Kids is committed to providing a safe environment that does not place the health and safety of any persons at risk. We will nurture positive cultures in our centre where safety is considered to be a core value and safe behaviour is encouraged and respected. This policy acknowledges that providing a safe environment applies to all A Club For Kids staff, volunteers, visitors, patrons, guests and contractors in the workplace or when involved with the activities of A Club For Kids.

Policy

The Nominated Supervisor and/or the Person with Management or Control, will ensure that the A Club For Kids Education and Care Service meet their obligations under the National Quality Standards, National Regulations and National Act at all times.

This includes; - Support, document and actively embed all aspects of Quality Area 2 under the National Quality Standards, specifically including the following elements;

- 2.1 Each child's health is promoted
 - 2.1.1 Wellbeing and Comfort
 - 2.1.2 Health Practices and procedures
 - 2.1.3 Healthy lifestyle

A Club For Kids will endeavour to promote an environment where menus and food related experiences are embraced as providing a rich educational, cultural and social experience for children, health and wellness and actively role modelled by our Educators.





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Nutrition

- Actively promote, display and make available the Australian Dietary Guidelines 2013 for all Educators, children and their families, and ensure they are embedded in each services' daily practice
- Ensure food and beverages provided are nutritious, adequate in quantity and are chosen in regard to dietary requirements and have regard to each child's culture, developmental needs, age or other information as provided by the child or family, as appropriate
- The Service will work closely with children, families and, where relevant, schools and health care professionals to promote healthy lifestyles, understand and meet children's specific health requirements, and those particularly relevant in their own community
- Seek information upon enrolment and throughout the orientation process from the family and child to ensure food provided is consistent regarding the child's dietary requirements, tastes, nutritional needs, culture and/or any other requirements
- It is the family's responsibility to ensure the Service is informed and kept up to date if a child cannot consume any food or drink due to allergies or other medical condition, food intolerance, religious or cultural requirement this needs to be done.

Food and Beverages

- Ensure the implementation of the A Club For Kids policy for all children's education and care services to be a nut free service. This includes ensuring no nut products are provided and families and children are advised not to bring nut products into the service.
- The menu accurately describes the food and beverages to be provided by the service each day and is displayed in a place which is accessible to both parents and children in the service.
- Food is not used as a bargaining tool for appropriate behaviour at any time and a child is never denied access to food as a punishment.
- No food or beverage is to be shared among children. Children are to eat the afternoon tea provided by the service to ensure the safety of children with allergies.



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Food Safety and Hygiene

- Educators maintain appropriate food safety and hygiene practices before, during and after handling food in accordance with requirements of 'Staying Healthy in Child Care', by the National Health and Medical Health and Research Council and their Food Safety Plan
- Safe work procedures are implemented and followed in regards to safe food storage, food handling and food preparation and meet the requirements of their Food Safety Plan
- Staff are inducted and trained in safe food handling, storage and food preparation and recording of this information.

Sun Protection

A balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun's UV can cause sunburn, skin and eye damage. Sun exposure in the first 10 years of a child's life is also a major factor in determining future skin cancer risk. Conversely, too little UV from the sun can lead to low vitamin D levels, which are essential for healthy bones and muscles, and for general health.

The goals of the Sun Protection Policy are to:

- Ensure all children and staff have some UV exposure for vitamin D.
- Encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- Work towards a safe outdoor environment that provides shade for children and Educators at appropriate times
- Assist children to be responsible for their own sun protection.
- Ensure that families and new Educators are informed of the service's Sun Protection measures and Sun Protection Policy - Encourage safe UV exposure whenever UV Index levels are below 3.



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A Club For Kids will use a combination of sun protection measures for all outdoor activities from **September** to the end of **April** and/or whenever UV levels reach 3 and above, the level that can damage skin and eyes.

Shade

- Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- Children are encouraged to use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing will not be allowed to play outside. children will follow the “No Hat, No Play” rule

Hats

- All children are required to wear hats that protect their face, neck and ears. No hat No Play will be enforced by all educators

Sunscreen

- SPF 50+ broad spectrum, water resistant sunscreen is available for Educators and children's use.
- Sunscreen is applied before going outdoors and reapplied every two hours if outdoors.
- From 3 years of age, children are encouraged to apply their own sunscreen under supervision of educators.





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Water Safety

As required under the National Quality Framework, A Club For Kids must have a Water Safety Policy that provides guidance where a service is in operation at the same facility as a pool, and for water based activities and/or excursions. This policy ensures that A Club For Kids water based excursions and activities are conducted in a manner that places safety as the highest priority and without undue risks to A Club For Kids Educators and children, while encouraging the positive learning experience the water play environment can provide.

- Staff to child ratio will be as determined by a risk assessment. The final ratio must not however exceed 1:8 (Educator: child), as well as consider any specific additional or special needs of children with a disability.
- Risk assessment will be conducted for all water-based activities and excursions and routine outings
- Water based activities will be conducted under the supervision of specialist staff with required qualifications for that activity and as identified by a risk assessment. (eg. pool activity requires the appropriate lifeguard supervision for that water space.)
- Additional specialist staff referred to in the point above may be counted within the staff: child ratio, but only if deemed appropriate throughout the service's relevant risk assessment. Educators will participate in the activity as much as reasonably possible and as required by the identified hazard management controls.



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Administration of First Aid

The Administration of First Aid Policy has been developed to meet the requirements of the Education and Care Services National Regulations (2012). This policy outlines the key requirements of safe and effective administration of first aid in case of incident, injury, illness or trauma and assists our legal and moral obligation to ensure the ongoing safety and protection of children in our care at A Club For Kids.

A Club For Kids will at all times operate in accordance with the Education and Care Services National Regulations, including but not limited to;

Regulation 168 Education and care service must have policies and procedures Regulation 85 Incident, injury, trauma and illness policies and procedures

Regulation 86 Notification to parents of incident, injury, trauma and illness

Regulation 87 Incident, injury, trauma and illness record

By achieving A Club For Kids procedures in First Aid, Hazard Management and Incident Reporting and Investigation, the Nominated Supervisor and/or Person with Management and Control of the Service must ensure as a minimum;

- Educators are diligent in accident prevention through consistent, effective supervision and through the mindful setting of the play spaces and equipment
- The educational program and practice is closely monitored for safety risks in the environment and all hazards are minimized to protect children from harm and hazards
- If a child is injured, appropriate first aid measures are enacted immediately. Other educators will ensure all children are safe, supervised and that the child staff ratios are maintained.
- If deemed a serious injury, the parent or guardian is contacted as soon as reasonably practical to inform them of the incident and/or injury
- Groups are configured to minimise the risk of overcrowding, injury and illness
- A Club For Kids has the right to request a parent, guardian or other authorised person to collect the child as soon as possible if it is likely the child requires further medical advice or attention beyond the first aid capabilities of the service



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- Where a serious incident, injury, illness or trauma has occurred and further medical help is sought by the service or the family, the Nominated Supervisor will ensure the timely notification of all external authorities, including the Education and Care Regulatory Unit.

First Aid Kits

In compliance with the Education and Care Services National Regulations and A Club For Kids Policy, all Education and Care Services First Aid Kits must be;

- Appropriate in number and have regard for the number of children at the service
- Suitably equipped
- Easily recognisable and readily accessible
- Taken on all excursions and routine outings