

GUIDING PRINCIPAL CHILD SAFE ENVIROMENT

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY
QUALITY AREA 4: STAFFING ARRANGEMENTS
QUALITY AREA 5: RELATIONSHIP WITH CHILDREN

Introduction:

- PCYC- Out of school hours will ensure all children are in a safe environment
- All records are kept updated
- Risk assessments will be conducted to limit the level of risks
- Incident reports will be completed correctly
- Education will be offered to family and staff as needed

Governance:

- All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC- Out of School Hours.

Definition:

- PCYC: Police Citizens Youth Club
- Educators: Staff who hold qualifications in Children Services
- Staff: Staff who don't hold any qualifications in Children Services

Policy

Children:

- All children will be supervised at all times
- Children will be empowered to make choices on safety based on their level of maturity
- Children will be reminded about the importance transport/road dangers
- Children will be reminded to wear sunscreen, hats and remain indoors during high UV rays
- All front doors and safety gates will remain closed at all times
- Visitors will be required to sign into the building. All visitors will need to be identified

- All staff and contractors are required to obtain a 'Working with Children Check' and also a cleared 'Police Check'
- Children will be encouraged to wear appropriate clothing and footwear when indoors/outdoors
- Children will be given the opportunity to participate in quiet/rest/sleep moments
- MSD sheets will be stored in chemical cupboards and areas where chemicals are stored
- Broken equipment will be repaired, thrown out
- All children medication needs to be clearly labelled with name, dosage, DOB and doctor
- All medication will be stored in a lock box
- All medication will be stored in a portable lock box on excursions
- Epi Pens Name, Dose and Expiry dates will be checked

Staff:

- All staff must hold current and verified Working with Children Checks
- All staff must hold current Police Check
- All educators must hold current first aid
- All educators must hold current anaphylaxis and asthma management
- All first aid kits will be well stocked and free from expired items
- Outdoor checklists are conducted to limit the risk to children and staff
- Any needles will be collected in a safe manner
- Indoor checklists are conducted to limit the risk to children and staff
- Supervision hot spots will be identified

General:

- Evacuations plans are on view at all licensed door areas
- Safety plugs need to be in all power points
- All electrical equipment needs to be tagged and tested
- Building indoors/outdoors will be checked
- All equipment purchased will be checked against the Australian Safety Standards

Date Approved: 26 February 2018

Review Date: 26 February 2019

Documents Considered:

Code of Conduct

WHS Regulations 2011

Grievance Process

PCYC Drug and Alcohol Policies

Education and Care Services National Law 2010

Education and Care Services National Regulations 2010 and 2014 Update (r100, 101, 102, 168)

National Quality Standard (2.3)

Seatbelt and booster seat legislation

PCYC Motor Vehicle Policy

PCYC Risk Assessment

NSW Road and Maritime Agencies