



FOUNDATIONS EARLY LEARNING CENTRE

Health and Safety Policy

Policy Statement

At Foundations Early Learning Centre we believe that children are an important and valuable part of God's Kingdom and our community. We recognise that each child is precious and unique and has the right to feel valued, safe and secure. Health and safety is an essential part of children's growth and development and requires policies and procedures in place to ensure a high standard of health and safety within the ELC environment.

Foundations Early Learning Centre is committed to being a Child Safe early learning environment. As such it has zero tolerance for any form of child abuse. Foundations ELC is committed to ensuring each child is kept safe from harm and is committed to acting in the child's best interests at all times.

Foundations Early Learning Centre treats its responsibilities with regards to child protection very seriously and with the utmost importance. To this end, policies have been developed and communicated with the community, as well as procedures for all staff to follow to ensure every child is safe whilst attending our early learning centre.

This policy is supported by many other ELC policies and procedures, and should be read in conjunction with all of the ELC's Health and Safety related policies (refer to the end of this document for a complete list of related policies).

Children are competent capable learners who should increasingly be responsible in making healthy lifestyle choices. Effective modelling by ELC staff, of appropriate health and safety procedures is essential.

Foundations Early Learning Centre recognises that families have the primary responsibility for the upbringing, protection and development of their children. As such the service will endeavour to consult with families about their child's individual needs, and will be sensitive to the different values, expectations and parenting practices. The ELC supports an active program of awareness and education on child health, safety and protection based on current research and knowledge.

Values

Foundations Early Learning Centre is committed to:

- promoting healthy eating and physical activity;
- enforcing good health and hygiene practices;
- prioritising the safety of all children, staff, visitors and volunteers at the service; and
- meeting its duty of care and record keeping obligations under the law.

This policy satisfies the following National Quality Framework documents:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011 – Reg. 168(2)(a)*
- National Quality Standard 2.1 (Elements 2.1.2 - 2.1.4), 2.2 (Element 2.2.2), 2.3 (Element 2.3.2), 3.2, 5.1 (Element 5.1.1) and 5.2 (Element 5.2.2 and 5.2.3)

Scope

This policy aims to ensure that all staff and families are aware of and consistent in their approach to maintaining a healthy and safe ELC environment, and applies to the approved provider, ELC Director, all staff, volunteers, students and families involved with the service.

Procedures

General Health, Safety and Wellbeing

ELC Staff are responsible for:

- Encouraging ongoing communication with families to better understand the individual health requirements of all children.
- Working with families to complement the routines and activities that are in place in the child's home.
- Staff will identify and cater for each child's individual requirements for routines throughout the day, recognising that providing for children's individual health, nutrition, sleep, rest and relaxation is fundamental to their wellbeing.
- Maintaining high standards of hygiene to help prevent the spread of infectious diseases and ensure good health. This may at times require the need for exclusion of children from the service to minimise the risk of cross-infection.
- Modelling and reinforcing good health, nutrition, personal hygiene and safety conscious practices.
- Encouraging children to take a growing responsibility for their own health and physical wellbeing. Routines will provide opportunities for children to learn about health and safety.

Tobacco, Alcohol and Drug Free Environment

Foundations Early Learning Centre is a tobacco, alcohol and drug-free environment. We ask that all staff (including volunteers and students) and families observe our tobacco, alcohol and drug free policy and adhere to absolutely no smoking, alcohol consumption or use of illicit drugs on the premises or within the BCCS school grounds.

- This policy is in effect at all times, including during events outside of ELC program hours, and school holidays.
- Smoking is not permitted in the ELC premises or BCCS school grounds.
- During orientation and enrolment visits, families are reminded that ELC is a tobacco, alcohol and drug free environment.
- A "Tobacco, alcohol and drug free environment" sign is displayed at the entrance to the service.

Bullying Free Environment

Bullying is behaviour by one person or group, intended to cause hurt, pain, suffering, humiliation or degradation to another person or group. It can include teasing, nasty comments, physical hurting, aggression, manipulating, and attempting to gain a position of power.

Foundations Early Learning Centre has a zero tolerance attitude to bullying. Bullying is unacceptable in any form.

- Children attending the service will participate in anti-bullying education and management strategies as appropriate. Resilience strategies form a part of the ELC program.
- In the first instance, ELC staff will follow the Behaviour Management Policy and Procedures.
- When behaviour is inappropriate, unacceptable and recurring, ELC staff will work in partnership with the children and families concerned to work out a suitable strategy for management.

Clothing and Footwear

Foundations Early Learning Centre does not have a compulsory uniform. The ELC will provide information for families about suitable clothing and footwear at orientation, in take home notices and around the ELC.

The service recognises the benefits of suitable clothing and appropriate barefooted play for children's safety, growth and the development of sensory awareness. Inappropriate shoes and loose clothing can be a safety hazard, especially in outdoor play areas. In situations where children present at the service in inappropriate clothing, staff will assist the child as needed, to change into spare clothes and remind parents of this policy. The ELC has a supply of spare clothing, hats and footwear to be used by children where required.

ELC Staff (including volunteers and students) are responsible for:

- monitoring the temperature of play and rest environments to ensure that children's clothing and footwear is appropriate.
- wearing appropriate and suitable clothing and footwear.
- encouraging children to remove and replace their shoes/clothing themselves or with as little assistance as required, to develop the child's independence.
- encouraging and modelling the use of aprons for wet and messy activities.
- ensuring wet/soiled clothing is sent home in a plastic bag with a note or with a verbal report for the child's parent/guardian.
- Negotiating, when a child refuses to wear appropriate clothing or footwear, with the child to encourage them to dress appropriately or to change their environment so that safe protective choices are made.

Parents/guardians are responsible for:

- ensuring their child attends the service wearing appropriate clothing and footwear for their health and safety.
- supplying spare clothing for their child.

Children's Belongings

It is a policy of the ELC to discourage toys and other items being brought into the service from home. Foundations Early Learning Centre will not be held responsible for the loss or damage of any toys or other items brought into the service.

All items (including each article of clothing, linen, lunch items and footwear) must be clearly labelled by a parent/guardian with the child's/family name. From time to time, children may choose to bring in a toy from home for a scheduled show and tell event. Items brought along for these sessions are stored in a special place until the session begins and then returned to their bag as soon as the session is completed.

Illness, Infection and Immunisation

Foundations Early Learning Centre acknowledges that the three most important ways of stopping the spread of disease are hand washing, immunisation and exclusion. To control and monitor the spread of infectious diseases, the service encourages procedures and practices aligned with current recommendations from recognised health professionals. The document "Staying Healthy: Preventing infectious diseases in early childhood education and care services" is used as the recommended guide to current health and hygiene practice within early childhood education and care environments.

Handwashing

One of the most important ways to control infection is to ensure good hand washing procedures are carried out at the service. Children will be required to wash their hands routinely throughout the day, before and after each meal-time. Notices displaying good handwashing procedures will be displayed near sinks in the ELC.

Immunisations

Parents are required to supply a copy of their child's immunisation history statement upon enrolment to the service. In accordance with recent 'No Jab, No Play' legislation, a child's enrolment is not able to be finalised until the parent/guardian provides the service with an immunisation history statement that shows their child:

- o is up to date with vaccinations for their age; OR
- o is on a vaccine catch-up schedule; OR
- o has a medical condition preventing them from being fully vaccinated.

The immunisation status of children is recorded in their enrolment record. The immunisation status of staff is also recorded in the staff record. Both staff and children receive reminders during the year to update their immunisation status. Parents with unimmunised children (that do not have an authorised exemption certificate) will not be able to enrol at Foundations Early Learning Centre.

Exclusion

Parents/guardians are required to notify the service when their child has recently had, or has an illness or infection, and especially any contagious disease. The ELC Director will send home a letter to all families when there is a contagious case identified in the service.

Sometimes children and adults need to be away from the ELC for the safety of others. This is called exclusion. Foundations Early Learning Centre will exclude a child or staff member when:

- conditions such as head lice, school sores or conjunctivitis are detected;
- a child or staff member is obviously unwell ie: is vomiting, has diarrhoea, a fever, or is generally unwell and distressed;

- A child or staff member has vomited or had diarrhoea within the last 48 hours;
- infectious diseases are present in the child or staff member;
- required by the Department of Health and Human Services.

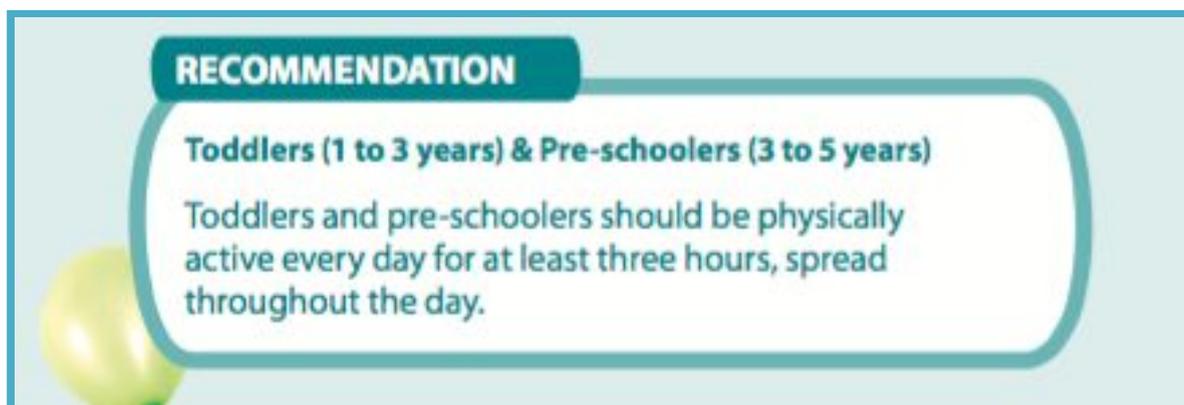
Staff consistently implement the ELC's policies and procedures for controlling the spread of infectious diseases. A staff member with training in First Aid will always be present at the ELC, and a register of staff first aid qualifications is kept at the service.

Emergency Medical Treatment

Parents/guardians are requested to provide authorisation in their child's enrolment record for the service to seek emergency medical treatment by a medical practitioner, hospital, or ambulance service. Parents/guardians are required to cover all costs associated with an ambulance attendance on their child while in the care of the service. Ambulance insurance cover is encouraged.

Physical Activity

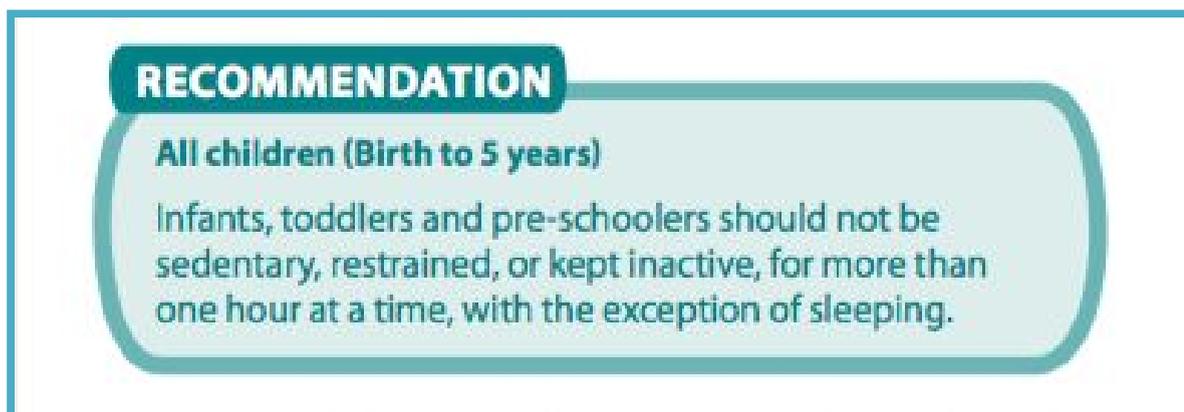
Foundations Early Learning Centre promotes daily physical activity as part of its program and encourages all children to participate in activities that increase physical fitness, as well as group games and activities. The current national recommendation is that 3-5 year old children are physically active for at least three hours every day.



RECOMMENDATION

Toddlers (1 to 3 years) & Pre-schoolers (3 to 5 years)

Toddlers and pre-schoolers should be physically active every day for at least three hours, spread throughout the day.



RECOMMENDATION

All children (Birth to 5 years)

Infants, toddlers and pre-schoolers should not be sedentary, restrained, or kept inactive, for more than one hour at a time, with the exception of sleeping.

Quiet Times

Quiet time is an important part of the daily routine at the service. Staff members providing care for children during the daily quiet time will maintain a peaceful environment conducive to resting. During quiet time less adult child interactions are to be expected and some children will likely sleep for at least a portion of the time. Generally, the children share a quiet time after lunch. Younger children may need to rest for longer.

Parents/guardians are welcome to advise staff if they wish their child to be woken by a certain time. Children who don't sleep will be encouraged to undertake a quiet time activity i.e. reading or drawing.

Separation Anxiety

Sometimes children are fearful, insecure or distressed when encountering a new environment. To minimise the stress for new children, the service will follow the procedure below:

1. The ELC Director and parents/guardians will discuss separation at orientation and determine the best course of action for the child's particular needs.
2. The regular educator who has developed the most rapport with the child will assist in separating the child from the parents/guardians, as appropriate.
3. ELC Staff will take into account the atmosphere of the room at the time of separation, the needs of the child, and the preferences of the parents/guardians in determining which strategies to employ:
 - o Distraction
 - o Reassurance and comfort
 - o Establishing the time frame for the parents return
 - o Allowing time and private space to re-adjust
 - o Withdrawing a distressed child from the room
 - o Establishing a regular routine for separation

Resources

'Move and Play Everyday' – available from:

[https://www.health.gov.au/internet/main/publishing.nsf/Content/9D831D9E6713F92ACA257BF0001F5218/\\$File/0-5yrACTIVE_Brochure_FA%20SCREEN.pdf](https://www.health.gov.au/internet/main/publishing.nsf/Content/9D831D9E6713F92ACA257BF0001F5218/$File/0-5yrACTIVE_Brochure_FA%20SCREEN.pdf)

Background and Relevant Legislation

- Child Wellbeing and Safety Act 2005 (Vic)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011 (NSW)
- Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015

Related Policies and Documents

- Acceptance and Refusal of Authorisations Policy
- Administration of First Aid Policy *
- Administration of Medication Policy *
- Anaphylaxis Management Policy
- Asthma Management Policy
- Behaviour Guidance Policy
- Centre Staff Policy
- Child Protection Policy
- Child Safe Environment Policy *
- Dealing with Complaints Policy
- Dealing with Infectious Diseases Policy *
- Delivery and Collection of Children Policy
- Diabetes Management Policy
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy
- Excursions and Incursions Policy
- Families, Volunteers and Students Code of Conduct
- Family Access and Involvement Policy
- Incident, Injury and Illness Policy *
- Interactions with Children Policy *
- Mandatory Reporting Policy
- Medical Conditions Policy *
- Nutrition, Food and Beverages Policy *
- Privacy and Confidentiality Policy
- Responsible Person Present Policy
- Staff Code of Conduct
- Sun Protection Policy *
- Volunteer and Student Participation Policy
- Water Safety, Play and Conservation Policy *

* For a comprehensive understanding of the Health and Safety Policy and procedures in effect at Foundations Early Learning Centre, this policy should be read in conjunction with these related health and safety policies.