

## WCS Children's Services

### SAFETY – Safe Play Spaces Policy

#### Policy Statement

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The physical environment has a critical role in keeping children safe.

#### Strategies and Practices

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- The Service's building, facilities, furniture and equipment meet regulatory requirements.
- Play equipment has been installed strictly according to manufacturers' recommendations. All fixed equipment meets the Australian/New Zealand Safety Standards, and is well maintained.
- All resources and equipment are age appropriate, well maintained, and regularly cleaned and have non-toxic finishes.
- Excluding Family Day Care, the service employs a Facilities Manager to organise and oversee the repair of equipment when necessary. Repairs are recorded. No item is used after repair, until the supervisor has checked and approved the repair.
- Educators complete a Safety Check List before the service opens to ensure the environment is safe for children.
- Should any matter requiring attention be identified during the educators' checks, educators ensure appropriate action is taken.
- The service is safe, clean and well maintained.
- An authorised person conducts a comprehensive service safety audit (WHS) every year, and documents it. This audit covers all play areas, approaches to the service, outdoor environments, kitchen, laundry and other utility areas, fences and general maintenance items. Any items requiring attention are addressed in a timely manner, and the audit document filed.
- If necessary, the service engages an external expert to conduct a compliance and safety audit of every aspect of the service's building and facilities.

#### Additional safe practices for babies

- All equipment (e.g. cots, high chairs, prams) used by babies is regularly cleaned and maintained.

#### Responsibilities of parents/guardians

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- To ensure their children do not drop items along pathways, halls and entry areas when entering or leaving the service.

- To ensure that they close the gates and doors securely behind them as they move into and out of the building and rooms, as required.
- To drive slowly and carefully in and around the driveways and car park areas, as children may be moving through those spaces with parents/guardians.

## Links Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	103	Premises, furniture and equipment to be safe, clean and in good repair
	104	Fencing and security
	105	Furniture and equipment
	168	Education and care facilities must have policies and procedures

QA	2.1.3	Healthy eating and physical activity are promoted and appropriate for each child.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
	3.1.2	Premises, furniture, equipment are safe, clean and well maintained.
	3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
	3.2.2	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
	7.2.1	There is an effective self-assessment and quality improvement process in place.

## Sources, further reading and useful websites

### Sources

- Education and Care Services National Regulations 2011, 2017
- National Quality Standard 2011, 2018
- Dr. B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms, [www.childcarebydesign.com](http://www.childcarebydesign.com).

### Further reading

- Royal Children's Hospital. (n.d). *Playground Safety*.  
<http://www.rch.org.au/emplibrary/safetyservice/3-PlaygroundSafety.pdf> accessed 30 March 2012

### Useful websites

- Kidsafe – [www.kidsafe.com](http://www.kidsafe.com)
- Standards Australia – [www.standards.org.au](http://www.standards.org.au)

## Policy Review

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This policy is a living document and will be monitored and reviewed as issues are identified or within 24 months. Proposed changes will be circulated and discussed by all programs and any external stakeholders for approval.

**Person Responsible for Review:**

Manager, Children's Services

<b>Implementation Date:</b>	3 November 2014	<b>Review Date:</b>	March 2021
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**Modification History**

Date	Sections and/or Paragraphs	Source	Details
2016/11	Whole document		Review and reformat
2018/02	Quality Areas	Revised National Quality Standard 2018	
2018/02	Facilities Manager	WCS	Inclusions of role
2018/07	Whole document		Minor wording changes; removal of links to other policies
2019/03	Policy review,		Minor wording changes

Approved by Susan Henderson, Manager, Children's Services.



Date: 16 January 2014