

**SWiCh Inc Child Care Centre
Monash Student Association Clayton**

Policy: **Safety and Security**

Revised **May 2008**

Policy Statement: Every effort will be made to ensure children can play in safety, this involves the staff being responsible for the following;

- Regular checking and maintenance of equipment.
- Educating children in the appropriate use of equipment, and preventing them from using equipment unsuitable for their stage of development.
- Keeping potentially dangerous material and equipment stored out of reach of children.
- Regularly checking the play area for hazardous objects or equipment / raking sandpit daily.
- Power points to have protective covering, electrical cords out of child's reach.
- Maintaining a locked first aid kit
- Ensuring the children are adequately supervised at all times (in accordance with the Children's Service Regulations)
- Ensuring a minimum of two staff members are in attendance at all times
- Encouraging children to develop appropriate behaviour and be aware of their actions towards others.
- Identification of children enrolled in the program and recorded as in attendance on a given day. Releasing the child / children only to authorised person as advised on the admission form. In the event of an emergency a parent can request a child be collected by someone other than those on the emergency list. Two staff need to witness the phone call and document what has been said.
- No alcohol to be consumed or available at the child care centre and no smoking within the centre.
- Evacuation procedure maintained and practiced on a regular basis.
- Reports of accidents / incidents being maintained within the child's individual record.
- Parental permission will be sought to take children's photographs. The digital camera is used frequently to record children's learning.
- Toxic products kept to a minimum. Management continue to seek alternatives. Soap and water used to clean toys as per "Staying Healthy In Childcare" recommendations.
- Disinfectant mixed according to manufacturers instructions.
- Security code on entrance door to be changed annually or more frequently if required.

Source Staying healthy in childcare / Bridgette Gardiner SASI Clean project.
First aid training manuals