



South Turrumurra Out of School Hours Care

Turrumurra Public School Kissing Point Rd
Turrumurra 2074 NSW (02) 9144 4769



Providing a Child Safe Environment

Policy

Child safety is of paramount importance at South Turrumurra OOSH. South Turrumurra OOSH provides an environment that ensures the safety, health, and wellbeing of children at all times. It is the responsibility of all educators to maintain the premises and equipment, adhere to procedures and practices and operate in accordance with legislative requirement relating to child protective practices and the education and care services national regulations and laws. Educators, staff, and management are aware of their roles and responsibilities in identifying and responding to every child at risk of abuse or neglect. Educators will ensure that adequate supervision is maintained to ensure reasonable precautions are taken to protect children from harm and hazard. (National quality standards 2.2.1 & 2.2.3)

Legislative Requirements & Related Policies

- Service Policies
 - Dealing with Complaints Policy
 - Health and Safety Policy
 - Management of Incident, Injury, and Illness Policy
 - Child Protection Policy
- Education and Care Services National Regulation (82, 84-87, 89, 103, 105, 107-110, 114-115, 155, 168, 170, 176)
- NSW Children and Young Persons (Care and Protection) Act 1998
- National Quality Framework 2, 3, 4, 5 & 7.
- My Time, Our Place Learning Framework for School Age Care
- Turrumurra OOSH Philosophy



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Procedure

Managing the facility

Security

- Coordinator, assistant coordinator, educational leader, approved educators, cleaners and Turrumurra Public School personnel will be given keys to access the building and equipment areas. All other visitors must report to the coordinator or assistant coordinator upon arrival and departure to sign the visitor's log.
- A key register will be maintained with a list of all personnel who are in possession. The Key register will be reviewed yearly by the coordinator. The register will state:
 - The name of the personnel in possession of the keys
 - What keys are in the possession of the personnel.
 - The date the keys were given to the personnel.
 - Signatures of both the personnel and the coordinator.
 - The date the keys were returned
 - What keys were returned
 - Signature of both the personnel and the coordinator.
- Extra keys will only be cut after agreement by management and a record made of where they are.
- Upon departure, staff will ensure all lockable cupboards are locked and secure, windows, doors, cow shed and any other relevant areas are locked and secured. All lights and air conditioners are to be switched off upon departure.
- Important documents and any documents relating to the current year will be kept in a locked cupboard near the office and access only granted to approved staff and management members.
- Documents will be archived annually at the end of the year, sorted, and clearly labelled, then where possible will be stored offsite at Kennards storage facility in Thornleigh. Documents will be shredded when they are no longer needed.
- Digital documentation such as enrollment forms, rosters and working with children times are stored securely in their respective operating systems, SmartCentral and OpenSimSim. All other digital documents are kept in management OneDrive and Microsoft Teams accounts.
- In the event of a break into the service, staff will inform the police, the committee and the school principal as soon as possible and are to remain at the service until the police arrive or inform staff of what action to take.



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Building, Equipment & Maintenance

- South Turrumurra OOSH will ensure all premises, furniture and equipment are safe, clean and in good repair.
- A Hazard checklist is carried out for indoor and outdoor areas prior to the commencement of every session. Any hazards identified are safely removed if possible or sectioned off if hazard is not able to be removed safely and reported to the coordinator and responsible person in charge for the day.
- If a hazard is deemed too high a risk to section off, educators will ensure the area in which the hazard is located is shut down and children are kept away.
- If a hazard is in a school area and beyond the capability of OOSH staff to amend, the school's general assistant and principal will be informed of the hazard.
- All hazards will be recorded in a Maintenance Log. The log will identify when the hazard was first found, what the hazard is, who found it and the date the hazard was rectified and by whom.
- We maintain daily, weekly cleaning and termly cleaning schedules to ensure all equipment and premises are cleaned and sanitised regularly by educators.
- A kitchen cleaning checklist is used to ensure all area in the kitchen are getting cleaned and sanitised regularly by educators.
- Each term the, an OOSH representative will attend the Turrumurra PS WHS meeting to identify any hazards around the school premises.
- All electrical equipment and power outlets are checked regularly under the school's responsibility to ensure they are in safe working order.
- All power outlets will be covered with child-safe socket covers when not in use.
- All contractors should have their own public liability insurance.
- Furniture, materials, and equipment purchased by South Turrumurra OOSH are developmentally appropriate for the children attending the service.



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Storage

- Storage is appropriate to ensure areas are tidy and uncluttered.
- Storage facilities are cleaned termly or as deemed necessary.
- Toys and play equipment are stored in a way that is easily accessible to children.
- Children are encouraged to respect toys and equipment, and to pack up after playing to prevent trip hazards.
- Educators will ensure all equipment will be packed away neatly at the end of each session.
- Children have unrestricted access to basic craft equipment such as paper, pencils, scissors, textas and non-messy craft materials.
- Children will ask permission and an educator will provide children with other craft equipment such as glue and paint, at their discretion.
- Outdoor and large equipment will be stored away from children. Children will not have access to this storage without staff present.

Ventilation, Temperature & Natural Light

- Heating and cooling systems will be checked regularly to ensure they are functioning correctly and adequately.
- Educators will take into consideration the appropriateness of heating and ventilation for specific needs and requirements of individuals and certain activities.
- If a complaint is made about ventilation, heating, or lighting, it will be taken up with management and steps will be made to address the problem.
- All indoor spaces will have adequate ventilation and windows will be maintained to prevent insects and bugs.
- Any activity using toxic materials such as paint or glue will be carried out in well ventilated areas or outside where possible.
- Doors will be opened during operation of the service, unless closed to protect against weather.
- Natural light is most desirable and will be enhanced in as many areas of the service as possible.
- Adequate light will be maintained both indoors and outdoors, with security lights above the entrance, to allow for a clear and unobstructed view of the entrance and its surrounding areas.

Created by Courtney Blanch on 10/07/20

Reviewed by Samantha Tilakaratna & Scott Everard on 09/08/21



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- Outdoor lighting will be appropriate so that families, staff, and children can access and exit the service without any unsafe dark areas.
- Lighting is maintained by Turrumurra Public School. Any issues will be reported to the school.

Pest control

- The service will be checked daily for any signs of pests and vermin, as part of our Hazard Checklist.
- If any pests or vermin are identified within the service, the following steps will be taken to address the issue:
 - Any pests or vermin will be physically removed from the service, baits will be placed out of reach of children and a clean environment will be maintained using non-chemical products.
 - Bug sprays will be used if required, by professionals and not on days when children attend.
- All chemicals used will have an MSDS kept onsite. All controls will be implemented when in use.
- Professional pest control is the responsibility of the Turrumurra Public School. In the case of an urgent pest or vermin issue, the school will be notified.
- All food will be stored correctly and maintained and the kitchen, food preparation areas and storage will be cleaned regularly.

The Environments

- All environments of the service will be free from smoke, alcohol, and the use of illicit drugs.

Indoor Environment

- The Nominated Supervisor will only enroll the number of children in the service, which can comfortably fit into the building space and in accordance with the National Regulation.
- Where children are inside for long periods of time due to weather conditions, the children will be dispersed across licensed areas such as the library, hall and COLA's, and special activities will be planned alongside free play.
- Separate areas in the indoor environment will be provided for:
 - Signing children in/out of the service
 - Administrative tasks such as answering phones and maintaining daily records
 - Private discussions between educators and guardians
 - Storage of children's bags and belongings
 - Storage of equipment, food, dangerous materials, and family records

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- Preparation of food and drinks
 - Kitchen and other refuse
 - Cleaning of equipment
 - Male and Female toileting facilities
 - Creative and other activities
 - Large and small group activities
 - Displaying the program
 - Quiet space for the children to rest and relax or lie down if feeling unwell.
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- The indoor environment is set up to allow for children's participation in activities and an ease and of access to equipment and resources that are always available.
 - Ease of access to all areas will be maintained by ensuring there are easily defined and clear passage and walkways through the building.
 - Educators will ensure that children store their bags and belongings properly, and out of the way of walkways and play areas.
 - Items obstructing walkways and access areas are removed and stored correctly.
 - Areas are set up to ensure proper supervision is always maintained.
 - Access to outdoor environments are clear and easily accessible by all children and staff.

Outdoor Environment

- The outdoor environment provides enough space for all children in accordance with the National Regulations.
- To ensure the environment remains smoke free, any visitors who are smoking will be asked to leave the grounds.
- A WHS check will be carried out prior to each session. The outdoor environment will be inspected when completing the check to ensure any obstacles or dangerous items are removed and hazards will be recorded.
- Any hazards will be recorded, sectioned off and rectified as soon as possible. Hazards are recorded on the WHS repair log.
- Hazardous items will be removed and disposed of safely, immediately when found.
- The outdoor area will be set up to encourage participation.
- The set up of the outdoor area will provide opportunity for individual, large, and small group play.



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- Clear boundaries for play will be set and enforced. If it necessary for children to venture outside of the boundaries or any area that would be out of sight of staff, an educator will accompany them.
- Supervision will be properly maintained. Children will only be allowed to play in areas that are clearly visible and child to educator ratios can be maintained.
- Adequate shade will be provided and maintained using trees and coverings.
- Use of new outdoor venues will be considered where access to the area is risk assessed, effective supervision can be maintained, and the area is considered to be of value to the children's physical development and personal comfort.
- Activities will be set up in shaded areas when UV exposure is a threat.

Protecting the children

Child protective practices

- Refer to the service's 'Child Protection' Policy.

Harassment and threats of violence

- If a person/s known or unknown to the service harasses or threatens anyone under the duty of care of the service:
 - Educators will be made aware and will inform the Responsible Person in Charge over the radio, using the code phrase 'Please bring peanut butter to the [location of the person/s].
 - The RP in Charge will diffuse the situation to the best of their ability.
 - Failing the above, the RP in Charge will signal staff to commence a lockdown (Refer to the service's emergency procedures policy for details).

Information exchange

- To provide effective support and referral it may be necessary to exchange information with other prescribed bodies including government agencies or non-government organisations and services.
- The NSW Children and Young Persons Act 1998 was amended in 2009 to include chapter 16A Information Exchange.
- Chapter 16A requires organisations to take reasonable steps to co-ordinate the provision of services with other organisations.



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- Under Chapter 16A of the NSW Children and Young Persons Act 1998, organisations that have responsibilities for children or young persons should be able to provide and receive information that promotes the safety, welfare and wellbeing of children or young persons. Educators will exchange information to promote the safety, welfare or wellbeing of the child or young person, particularly if the child is at potential risk. This can occur whether the child or young person is known to Community Services or the child or young person has given consent to the information exchange.
- The Information requested or provided must only relate to the safety, welfare, or wellbeing of the child. This includes:
 - A child or young person's history or circumstances.
 - A parent or other family member, significant or relevant relationship.
 - The agency's work now and in the past.
- Where a report is made in good faith or to protect the child or young person, according to section 29 and section 245G of the NSW Children and Young Persons Act 1998; reporters cannot be seen as breaching professional etiquette or ethics, of a breach of professional standards. There can be no liability for court action.

Dealing with a Complaint (Refer to the service's 'Dealing with Complaints' Policy)

Recruitment and Orientation of staff (Refer to the service's 'Child Protection' Policy)