



Child Safe and Physical Environment Policy.

OBJECTIVE

Busy Bees Early Learning have a moral and ethical responsibility to provide a healthy and safe environment where all children are respected, valued and encouraged to reach their full potential.

We aim to take all practical steps to protect children from harm by providing premises, equipment and furniture that met Australian Standards, are safe, clean and well maintained, and by ensuring that there is sufficient furniture, materials and developmentally appropriate equipment provided to support children's participation and engagement, development, learning, and experiences that promote inclusive relationships. We believe in educating children and families to be environmentally responsible and aim to have embedded sustainable practices within our Services.

We abide by the Education & Care Services National Regulation and National Law and as such, ensure that spaces and facilities met legislation.

SCOPE

Management, Children, Staff, Students, Visitors and Families

POLICY

Busy Bees Early Learning advocate for all children in our care and have a commitment to child safety and establishing and maintaining a child safe environment. To maintain our strong commitment, all Busy Bees employees undertake Child Protection training, participate in the development and implementation of risk management strategies, abide by all Busy Bees policies and procedures, and provide an environment that ensures children are appropriately supervised at all times.

Employees will ensure that the environment continuously reflects our ideology of providing an environment that is safe, stimulating and engaging for all who interact with it by participating in on-going professional development to ensure they continue to act in the best interest of the children, and are advocating the rights and inclusion of all children in our care.

Employee schedules will be managed to not only ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements, but that duty of care implications are considered to ensure adequate supervision at all times. A minimum of two employees will be scheduled during the operational hours of the Service. The two employees responsible for closing the Service will check the entire premises to ensure that all children and families have departed prior to locking the Service.

We believe children should be given blocks of uninterrupted play by trusted Educators who support continuity for each child. There is an expectation that children will be active participants in their learning and be provided stable and consistent routines. Educators will provide empathetic and emotionally supportive environments where children have opportunities to create, construct, explore, problem solve, build on existing competences, and engage in critical thinking that is developmentally appropriate.

Our indoor and outdoor environments will provide opportunities for intentional teaching and spontaneous play in environments that permit children to participate in activities independently or in small groups, and access resources autonomously where all experiences will cater for children's interests and abilities. Educators and children will discuss safety characteristics of using toys and equipment in all care environments. Where children are required to be grouped together, the environment will align children's ages and developmental stages to ensure it remains safe for all children present.



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Busy Bees is committed to protecting our environment to ensure a sustainable future for our children. This involves Educators, children and families working together to protect our environment as we educate children about the importance of being environmentally responsible within our everyday practice. Children will be encouraged to participate in practices which may consist of, but are not limited to, recycling, gardening, energy conservation, water conservation, using natural resources and equipment.

Busy Bees Service's will actively seek the engagement of families regarding environments at the service, and ensure any relevant safety information is communicated. Families and visitors have the right to report any concerns seen within the service environments with regards to safety of equipment and furnishings.

Busy Bees is committed to providing high quality maintenance of our premises and will ensure any apparent hazards are dealt with quickly and professionally. The building, grounds and equipment will be maintained and monitored regularly in a scheduled and planned manner.

Busy Bees Services will meet legislative requirements by ensuring accurate unencumbered indoor and outdoor space for each child is provided; there is an allocated space for managerial purposes and private consultations with families to occur; adequate, developmentally and age appropriate nappy change, toilet and hygiene facilities, including hand washing and drying are provided; appropriate areas for food preparation are designated; indoor spaces are well ventilated, provide adequate light and are maintained at a temperature that ensures the safety and wellbeing of children; that any outdoor space used by children is enclosed by a fence or barrier that is of a height and design that children preschool age or under cannot go through, over or under it.

We will provide adequate furniture, equipment and resources that are age and developmentally appropriate. We will follow assembly instructions, and age and safety recommendations, ensuring all furniture, equipment and resources including car seats, booster seats, high chairs prams etc. meet relevant Australian Standards. Routine checks will ensure that all furniture and equipment remains safe, clean and in good repair. This includes ensuring highchairs and prams have the required safety straps installed, are secure and in full working order at all times.

Items introduced into the environments will be chosen to reflect the cultural diversity of the Service's community and the cultural diversity of contemporary Australia, including the incorporation of the Aboriginal and Torres Strait Islander community.

Employees will document the links between the environment arrangements, choice of resources, equipment and children's learning in the program through critical reflection with families, other educators and valid research. A critical reflective record of any changes that are made to the physical environments of the Service, such as rearranging of rooms etc. to show continuous improvement, will be kept.

All environments will be organised to ensure safety and minimal disruption for children, integrate precise requirements of children with additional needs ensuring inclusion, and provide areas that allow children of several dispositions to occur in the same space (e.g. quiet play areas and loud play areas).

Nursery environments will remain free from small objects or items that can break and become a potential hazard. To reduce the risk of harm, baby walkers, collapsible furniture and furniture that presents possible entrapment hazards will not be used.



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Any equipment, furniture and resources will be positioned at least 1.5 metres from the perimeter or fixed equipment. Non-fixed play equipment in the Service grounds over 50cm high will have mats underneath or be positioned on an even soft fall surface.

Safe environment inspections of the premises will be undertaken at least twice per day, initially by the Responsible Person opening the Service in the morning and again by the Responsible Person closing the Service in the afternoon. The same inspection will be conducted prior to any children entering an outdoor play environment throughout the day. These records will be kept by the Service.

This inspection will include checking the service perimeters, fences/fence line, gates, paths, buildings, fixed equipment, sandpits, and all environments accessible by children to identify any hazards or dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals.

In the event of a sharp object being found (for example a syringe) employees will wear gloves and use tongs to pick up the object and place it in the 'sharp object box'. This box will be disposed of as per the recommendations of our local council and replaced.

Fences and barriers will be routinely checked to ensure they are in good working condition and remain compliant with current regulations.

Similarly, trees in the grounds will be maintained and checked regularly for overhanging, dead or dangerous looking branches as well as check for any indicators of infestations or nests.

The Service will have regular pest inspections carried out by an accredited pest control company. Documentation of these inspections will be kept and any findings from the pest control check will be carried out in line with the recommendation of the pest control company.

Structured cleaning schedules will be implemented to ensure that all environments are appropriately cleaned regularly and thoroughly. Accidents and spills will be cleaned up as quickly as possible to ensure that the Service always maintains a high level of cleanliness and hygiene.

Busy Bees will minimise the risk of children being exposed to hazardous chemicals and substances by following cleaning guidelines outlined in the 5th Edition Staying Healthy – Preventing infectious diseases in early childhood education and care publication, and will endeavour to use eco-friendly products. All chemicals and hazardous equipment will be safely stored away from children. Hazardous Chemical Registers will be kept along with Safety Data Sheets.

RELATED DOCUMENTS

To be read in conjunction with Supervision Policy, Education Program Policy, Incident, Injury, Trauma and Illness Policy, Food Handling and Safe Food Policy, Work Health and Safety Policy, Safe Environment Checklist, Health and Hygiene Policy, Sleep and Rest Policy, Sun Protection Policy, Water Safety Policy, Animal Policy, Child Safe Organisation Policy, Facilities Manual

GOVERNANCE

National Law and National Regulations

Regulations 73-76 80 82 86 99 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 156 168 171

National Quality Standard

Quality Area 2 Standard 2.1 2.2 Element 2.1.1 2.1.2 2.1.3 2.2.1 2.2.2

Quality Area 3 Standard 3.1 3.2 Element 3.1.1, 3.1.2, 3.2.1, 3.2.2, 3.2.3



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REFERENCES

[Sustainability Victoria](#)

[Being Belonging & Becoming – The Early Years Learning Framework for Australia](#)

[National Quality Standard](#)

[Early Childhood Australia – Code of Ethics](#)

[Kids Safe](#)

[Product Safety – Keeping Baby Safe](#)

[Australian Children's Education & Care Quality Authority](#)

[Education and Care Services National Law](#)

[Education and Care Services National Regulations](#)

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulations 2011](#)

[Australian Government Department of Environment and Energy](#)

[Early Childhood Environmental Education Network \(ECEEN\)](#)

VERSION CONTROL

Version	Date	Owner	Responsibility	Change Description
1	01/07/2019	Chief Operating Officer	Policy development Officer	Replaces previous Child Safe and Physical Environment Policy
2	01/06/2021	Chief Operating Officer	Policy Development Officer	Policy Reviewed



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