



## **Policy: Safety**

### **Objective:**

To ensure all children at Stepping Stones Child Care Centre are in an environment that is safe and secure at all times. The following procedures have been developed to enhance the safety and security of children, staff, parents and visitors while at Stepping Stones Child Care Centre.

### **Outdoor Safety Checks:**

- Staff are required to conduct checks of the playground to ensure there are no foreign objects present, eg: bottles, syringes, etc, prior to children entering the playground, this also includes checks in the afternoon after morning play.
- Staff are then required to sign off on the check as they complete it, checklists are located in the staff room. These are then filed for reference checks.

### **Building Maintenance:**

As the premises are privately owned, all building maintenance is undertaken via privately engaged contractors. The Centre Director is required to report any safety concerns to the Proprietor.

- The Centre Director and staff are to keep a maintenance register of any maintenance required around the Centre. Any major maintenance requirements must be reported to Head Office for approval. Centre staff and Occupational Health & Safety Representatives are responsible for reporting any maintenance to the Centre Director. The maintenance register is to be updated as maintenance is completed.
- Workplace OH&S Checklists are completed by the nominated OH&S Representative to identify and building and equipment maintenance, at least monthly.
- Contractors are required to sign in to the visitor's log book when they enter the building to carry out any maintenance. This visitors log book is located in the centre foyer.

### **Stepping Stones Child Care Centre conducts regular safety audits of the following:**

- Emergency equipment via specialised contractor (Chubb).
- Playgrounds and equipment, via Centre staff and gardening contractor (4 Seasons Gardening).
- All cleaning services: including contract cleaners (Capital Cleaning), sanitary napkin disposal contractor (Pink Hygiene).
- Horticultural maintenance: scheduled checks (4 Seasons Gardening).
- Pest Control: Regular services completed (Rentokil).

All cupboards/rooms that contain chemicals are labelled accordingly, first aid kits are identified and childproof locks are installed on doors and cupboards with contents that may be harmful.

**Centre Lock Up Checklist:**

At the end of each day, staff conduct a check of the building, ensuring all children are signed out of the Centre, doors are locked, appliances are switched off etc, this is signed by a closing staff member and filed for reference.

**Source:**

ACT Childcare Service Standards

Victorian – Children's Services Regulations 2009

Developed: January 2007

Last Reviewed: 30.10.2009

To be Reviewed: October 2010

Reviewed in consultation with staff and parent committee members, at October 2009.