



Burra & Communities Out of School Hours Care
7 Bridge Terrace, Burra SA 5417

HEALTH & SAFETY POLICIES

Quality Area: 6, 7 & 8

Source: Burra Community School Policies, OSHC resource folder 2018, Long Day Care Policy development guidelines 2018, BCOSHC Philosophy & Goals

Health Policy Statement:

The Burra & Communities Outside School Hours Care Service aims to provide a healthy environment in which children will grow and be safe. It also aims to provide a safe environment in which children can play and explore their world free from harm. Staff, parents and children will have access to current information provided by relevant government authorities on how to minimise health and safety risks. In the event of an accident, appropriate first aid will be applied by staff that hold a current first aid certificate. If an emergency or natural disaster occurs at the service, the children and staff will be well practiced in the procedures required to ensure the safety and wellbeing of everyone present.

Refer to Child & Youth Health www.cyh.com

Procedures:

Hygiene

Quality Area: 6 & 7

Posters, stickers, signs and verbal discussion will be used to help promote healthy hygiene practises. Hand washing is the most effective way of controlling infection in the service. Staff and children will be encouraged to wash their hands:

- Before and after handling and preparing food
- After going to the toilet
- After cleaning up blood and other body substances
- After handling animals
- After playing outside and taking part in any other activity that may require hand cleaning

All staff must wear gloves (disposable, rubber or vinyl) when:

- In contact with blood or other body substances or open sores
- Cleaning up faeces, vomit or blood
- Handling clothes, cloths or equipment which has been soiled by body fluids
- Cleaning a contaminated area

Staff must wear gloves when cleaning if they have a break in the skin of their hands, or if they have dermatitis or eczema. Staff must wash their hands with soap and water after gloves are removed. Surfaces will be cleaned after each activity and all surfaces cleaned thoroughly, daily. Areas contaminated with body fluids will be disinfected with anti-bacterial spray. The service will ensure that toilets and hand-washing facilities are easily accessible to children. Children will be encouraged to flush toilets after use, and wash and dry their hands. Staff will use a new tissue if they are required to assist young children to wipe their faces and noses. Tissues will be disposed of immediately after wiping a child's nose and staff should wash their hands.

Toys, dress-up clothes and other materials such as cushion covers will be washed regularly, and other equipment will also be cleaned regularly.

Each child will be provided with their own drinking and eating utensils for snacks and meals where appropriate. These utensils will be washed after each use. Staff will encourage children to put leftover food and soiled food in the bin. Food will be prepared, kept and served hygienically in the school staff room kitchen. Bins for the temporary storage of refuse and garbage will be kept with lids on and will be emptied daily. Hygiene practices and procedures will be consistent with up-to-date advice from relevant State health authorities and will be observed at all times.

Children will be encouraged to follow good hygiene and dental care practices. Staff may discuss these subjects with groups and individual children if needed.

Staff will be expected to act in ways that do not endanger the health and safety of children, parents, or other staff, and to encourage healthy and safe behaviour in children by role-modelling responsible behaviour and encourage good hygiene practises.

Refer to:

- Current brochures and pamphlets
- Hand-washing posters and relevant hygiene notices
- 'Staying healthy in child care' Manual
- DECS news and information in relation to updates on hygiene.

Occupational Health Safety & Welfare

Quality Area: 7.2 & 7.3

To ensure a safe and healthy environment for all persons, staff will be encouraged to adhere to current OHS&W Act regulations and Burra Community School safe practise and guidelines. Staff and families will be updated about safety and sensible practises in relation to OHS&W matters.

Staff will have the opportunity to undertake training and professional development in OHS&W procedures to upgrade and refresh current knowledge and understanding of safe workplace practises when available. Staff, families and children will also be encouraged to report and identify hazards so inspections can assist safe work and play areas. OSHC equipment and play areas will be inspected often to ensure all items are safe and free from harm. A 'maintenance slip' will need to be completed at the school front office if a matter needs to be attended to (Safety Checklist for vacation care & after school care to be filled in by staff).

Staff will be encouraged to report any unsafe incidents which may lead to high stress levels or an accident/potential accident to the Director or OSHC committee by completing an incident report. Positive steps will be taken to understand and minimise accidents and stress suffered by individual staff members.

Refer to:

- Current brochures and information
- DECS news and information in relation to OHS&W
- OHS&W representative for Burra Community School

VACATION CARE SAFETY CHECKLIST

Please check the following each week. Report safety/ hazards or concerns to the front office or fill in a maintenance slip if required.

OSHC room & facilities/microwave/kettle/fridge/TV/DVD.

Do they appear to be clean and in working order? Y/N

OSHC toys/equipment/resource items/kitchen items.

Do they appear to be in working order? Y/N

OSHC chairs/tables/couches.

Do they appear to be in working order? Y/N

OSHC room heater/air conditioner/door.

Do they appear to be clean and in working order? Y/N

OSHC toilets.

Do they appear to be clean and in working order? Is there adequate toilet paper? Y/N

Outdoor areas/lawns/rubbish bins/seating/tables/BBQ.

Are they in a clean and tidy state? Y/N

Playground areas.

Do they appear to be in a clean and tidy state? Is there any broken equipment? Is any of the equipment dirty? Y/N

Sandpit.

Does the sand appear to be clean and free of rubbish/hazards/broken materials? Y/N

Comments: _____

Staff Signature:

Date:

Immunisation

Quality Area: 6.3

Parents will be encouraged to immunise their child against all diseases appropriate to the child's age in accordance with Government guidelines. Department of Family & Community Services can assist staff and families with current guidelines and information relevant to child care and immunisation.

Refer to:

- 'Staying Healthy in Child Care' manual, 3rd edition
- Current Brochures and pamphlets
- www.immunise.health.gov.au
- Parenting & Child Health www.cyh.com
- DECS news and information in relation to updates on Immunization.

Infectious Illnesses & Exclusion

Quality Area: 6.3

Children and staff with infectious diseases will be excluded from the service in accordance with the guidelines on exclusion in the 'Staying Healthy in Child Care' updated manual, 3rd edition and current information from DECS and Family and Community Services and Indigenous Affairs.

When there is a notifiable infectious disease in the service, information will be made available to parents in a manner that is not prejudicial to the rights of staff or children and which does not infringe State or Commonwealth legislation. Parents will be informed by notices about common infectious diseases in the service when applicable.

A medical certificate is required for a child or adult to be readmitted to the service after exclusion for an infectious disease or illness.

If a child is unwell at home or becomes unwell at school parents are asked, where reasonably possible, not to send the child to the service, but to make alternative arrangements for their care. If a staff member is unwell, they should not report to work. Staff members should contact the Director at the earliest possible time to advise of their inability to report to work. In a single staff service, immediate arrangements should be made for a relief person to attend.

In the case of serious ill health or hospitalisation, a child or staff member will require a medical certificate from their medical practitioner or specialist, verifying that they are sufficiently recovered to return to the service.

Refer to:

- 'Staying Healthy in Child Care' Manual 3rd Edition
- Health Support Planning Manual 2018
- DECS news and information in relation to updates on hygiene.
- Hand-washing posters and relevant hygiene notices
- DECS Children's services (child care centre) regulations 2018
- Parenting & Child Health www.cyh.com
- Headlice Manual 2018 - DECS update
- Current brochures and information

Management of un-well children

Quality Area: 6.4

If a child becomes unwell while at the service, the parents will be notified and asked to collect the child. The child will be made comfortable and separated from the other children until the parent arrives or until the child recovers. When a parent cannot be contacted, staff will phone emergency contacts. If a child requires immediate medical aid, the service staff will organise medical aid and notify the parent/guardians as soon as possible.

If medication or professional assistance is required in an emergency and the parent/guardians can not be contacted, emergency attention by a medical practitioner or ambulance personnel will be sought after by staff. Families will be responsible for ambulance, hospital or medical fees.

Medication

Quality Area: 6.4

Service staff will assist with children's medication if:

- It is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements.
- It is an over-the-counter medicine that has been authorised by the child's parent.
- The parent has completed and signed the OSHC medication form.

Where medication is required for the treatment of long-term conditions, complaints, or illnesses, the service will require a 'Health Care Plan' or letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed.

When staff are required to assist with a child's medication, it should be given directly to the staff member in charge, not left in the child's bag or locker and medication should be kept in a safe place out of reach of younger children.

Children eight years and over may, on the advice of their parent and doctor, take their own medication in accordance with the above limits with staff supervision.

Where possible, before medication is given to a child, the staff member will verify the correct dosage with another staff member. After giving the medication the staff member will complete the following details on the Medication Form.

If children are receiving medication at home but not at the service, the service should be advised of the nature of the medication, its purpose and of any possible side effects it may have on the child.

Staff must not administer medication injections and, in the case of children with chronic conditions which could be life-threatening, alternative fast-acting oral medications will be sought. **Epi-pens** provided in the case of Anaphylaxis medication will be administered providing the staff member is trained to do so. Where additional advice or assistance is needed, the OSHC Director and staff will refer the matter to the local CAFHS medical officer, hospital personnel, doctor or ambulance personnel in Burra to assist.

Staff must not prepare respirator or bronchodilator mixtures for use in air pumps. If a nebuliser is prescribed by a doctor, instead of a 'puffer', and it is necessary for the child to bring the pump to the service, the parent should supply an appropriately labelled container with the solution pre-mixed or refer to medical personnel assisting in this situation.

All illness or accident at the service should be recorded on an Accident form. An incident must be recorded on an Incident form. Medication for a child must be recorded on a Medication form for each individual child.

Single staff operation

Quality Area: 8.1

If a child is unwell when only one staff person is present, the usual procedures for contacting the parent will be followed. In addition, the unwell child will be kept under close supervision by the staff person in an appropriate place until the child recovers or is collected. The staff person must also effectively supervise the other children at the service.

Refer to:

- Current legislation and requirements
- OSHC National standards & DECS standards

Allergies

Quality Area: 6.4

Where a child has a known allergy, it should be recorded on the child's enrolment form and all staff made aware of it in the health & Safety folder.

Refer to:

- Current legislation and requirements
- OSHC National standards & DECS standards
- Kids Health www.kidshealth.org
- First Aid Training - Epi pen administration
- www.nhmrc.gov.au - Dietary Guidelines

Environment

Quality Area: 7.2

Burra & Communities OSHC service will work in conjunction with the School Principal and Governing Council to promote a healthy environment in accordance with school/department policies and procedures.

The OSHC indoor and outdoor environments will be smoke-free, this includes all indoor and outdoor play areas and anywhere within sight of children.

All rooms in the OSHC service will be well ventilated with appropriate heating and cooling facilities. Where possible, windows and doors will be flyscreened, or buildings will be protected against flying insects (low irritant, environmentally friendly sprays may be used minimally and only when necessary).

The Director and Staff will take individual needs and specific activities into account when ensuring that lighting, heating and noise levels are comfortable.

Consideration for environmental protection will be encouraged in the children's activities and in the day-to-day operation of the service. In the interests of children's health, staff will be encouraged to use environmentally friendly products at the service wherever possible.

Refer to:

- Burra Community School Policies
- DECS policies and procedures

Sun Protection

Quality Area: 6.4 & 7.2

Source: Burra Community School Policies, OSHC resource folder 2018, Long Day Care Policy development guidelines 2018, BCOSHC Philosophy & Goals

Policy Statement:

Staff will ensure all children attending the service are protected from skin damage caused by harmful ultraviolet rays of the sun. A 'No hat - No Play In the Sun' policy is in action term one and term four.

Procedure:

Children will be required to wear a hat (preferably broad-rimmed) at any time while at the service. SPF 30 + sun cream is available and staff will help children apply sun cream if requested or required. Children will be asked to sit in the shade if activities require them to be playing and joining in activities outside.

To ensure all children attending the service are protected from skin damage caused by harmful ultraviolet rays of the sun, the following will apply:

- During vacation care and on a school's pupil-free days, outdoor activities will be scheduled before 10 am and after 3 pm where possible.
- SPF 30+ broad-spectrum water-resistant sunscreen will be provided for staff and children, and applied 20 minutes before going outside. It is recommended that sunscreen is used only on exposed skin that cannot be protected naturally. If possible, it is preferable for children and staff to wear cover-up clothing, such as loose, light-coloured closely woven cotton garments with long sleeves and collars, for all outdoor activities.
- Staff will ensure that sunscreen is not out of date.
- Discussion about skin and ways to protect it from skin cancer will be included in the children's program.

Refer to:

- The Cancer Council South Australia: www.cancersa.org.au for brochures and information.
- Burra Community School Sun Safety Policy and Procedures (Located in the school front office)

HIV/AIDS and hepatitis B and C

Quality Area: 6.3

Staff and management practices will adhere to the law under the Federal Disability Discrimination Act 1992 and the Equal Opportunity Act 1984 (SA), that no discrimination will take place based on the HIV status of a child/parent/guardian/staff member. As HIV is not transmitted through casual contact, a child with HIV/AIDS will be treated as any other child would be.

Staff and management shall understand that discrimination based on HIV/AIDS and hepatitis B or C in regard to access to a service is also unlawful. A child with HIV/AIDS/hepatitis B or C has a right of access to the service. A staff member with any of these has the right of equal opportunity employment.

If a staff member is notified that a child or the child's parent or another staff member is infected with HIV/AIDS or hepatitis B or C, the information will remain confidential. This information will be shared with other staff members only with the consent of the person with the virus or the parent. Deliberate breaches of confidentiality will be a disciplinary offence preceding normal consultative action.

The service recognises that HIV/AIDS and hepatitis B and C, like any other disease, are best dealt with by the application of preventative measures. Staff will be encouraged to follow hygiene procedures outlined in the hygiene and medication procedures at all times.

Safety Policy Statement:

The Burra & Communities Outside School Hours Care Service aims to provide a safe environment in which children will grow, develop, play and explore their world free from harm. Staff, parents and children will have access to current information provided by relevant government authorities on how to minimise safety risks to staff and children. In the event of an accident, appropriate first aid will be applied by staffs that hold a current first aid certificate. If an emergency or natural disaster occurs at the service the children and staff will be well practiced in the procedures required to ensure the safety and wellbeing of everyone present, as best as possible.

Procedures:

Protective care of children

Quality Area: 7.1 8.1

Information sourced from the Government of South Australia, Department for Families and Children: www.familiesandcommunities.sa.gov.au

The safety and wellbeing of children and young people is one of the most important concerns of any community. While parents and other caregivers are responsible for the safety and welfare of children in their care, protecting children and young people from abuse and neglect is the responsibility of the whole community. We all have a role to play in identifying children who may be at risk, and supporting children to be safe.

Every child has a right to be safe from harm and there are laws to protect children. The law states that a child is a person under the age of 18 years. In South Australia, the Children's Protection Act 1993 mandates Children, Youth and Family Services (CYFS) with the responsibility for the care and protection of children and young people where there are concerns about their safety, welfare and well being.

There are different forms of child abuse and these include physical, sexual, emotional abuse and neglect. Child abuse can occur by people doing things to hurt a child or by not doing something to protect a child from harm or providing for them. It can also include exposing children to situations that are harmful.

There may be many factors which cause you to suspect that a child is being abused or neglected. Sometimes these may be very clear, such as the child or young person telling you they have been abused, or another person such as a relative, friend, or neighbour telling you. Sometimes you might be concerned that a child is being abused or neglected based on your observations of that child.

Anyone who suspects, on reasonable grounds, that a child or young person is being abused or neglected, should report it to the **Child Abuse Report Line on 13 14 78**.

When you ring the Child Abuse Report Line you may be asked if you wish to report directly to Yaitya Tiramangkotti if the matter involves an Aboriginal child or family. Yaitya Tiramangkotti is staffed by Aboriginal workers who help to ensure that the decisions that are made about Aboriginal children are culturally appropriate.

Refer to:

- Government of SA, Department of Families & Communities www.familiesandcommunities.sa.gov.au
- OSHC National Standards
- DECS regulations & requirements www.dcs.sa.gov.au
- Child & Youth Health www.cyh.com
- The 'Children's Protection Act 1993' at www.courts.sa.gov.au
- Children's Protection Society Inc www.cps.org.au
- www.parenting.sa
- Stop Child Abuse www.stopchildabuse.com.au

Emergency procedures

Quality Area: 7.2

(See also emergency procedures policy)

Burra & Communities OSHC service will work in conjunction with the School Principal and Governing Council to promote a safe environment in accordance with school/DECS policies and procedures.

Emergency evacuation procedures will be clearly displayed in the OSHC room and an evacuation plan on blue paper, located on the parent notice board and are to be followed in the event of fire, natural disaster or other emergency.

The evacuation plan includes:

- A safe assembly area as noted on the evacuation & in-vacuation procedures
- A second assembly area in the event that the first assembly area becomes unsafe
- Noting the Director or staff member will collect the attendance sign-in sheet and parents emergency contact numbers, and at the assembly area check the sign-in sheet to ensure that all children and staff are present
- Nominated adult listed on the procedure will check that the building is empty and that all doors and windows are closed to contain the spread of fire
- A nominated adult to supervise the children at the assembly area (if applicable)

When the emergency services arrive, the Director will inform the officer in charge of the nature and location of the emergency, and of any missing children or staff. No-one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.

Fire extinguisher will be installed and maintained in accordance with Burra Community School annual checks process. Staff will be instructed in their operation and trained accordingly if required. Staff will attempt to extinguish fires only when all of the following has happened:

- The children have been evacuated from the room
- The fire is small and there is no danger to the person operating the extinguisher.

Refer to:

- Current legislation and requirements
- OSHC National standards & DECS standards
- Safety Watch www.decs.sa.gov.au

Harassment

Quality Area: 7.1 & 7.2

Any person(s) known or unknown to the service who harass or make threats to children at the service or on an excursion will be calmly asked to leave the service or the vicinity of the children. Refusal to leave will necessitate the Director calling the police to remove the person(s). Where possible, staff will calmly move the children away from the person(s). (see behaviour management policy & procedures)

After school care

Quality Area: 7.1

All children will be signed in by the Director or other staff member on shift. All children will be collected and signed out by a parent or approved person. If a child booked in for the program has not arrived 10 minutes after school has finished, the staff person will contact:

- The school for assistance
- The child's parents or emergency contacts.

If the child cannot be found, the OSHC staff member will ensure that the child's parents and the police are informed and advise the school of the matter at hand.

Accidents

Quality Area: 6.4

When a minor accident occurs at the service, staff trained in first aid will:

- Assess the injury
- Attend to the injured child and apply first aid
- Clean up bodily fluids using disposable gloves if applicable
- Contact the parent (depending on the nature of the injury). If the parent is not contacted at the time of the accident they will be informed about the incident when they arrive to collect their child and sign the accident form
- Write full details about the incident/accident and the treatment given in the Accident report.

When a serious accident which requires more than first-aid treatment occurs at the service, the Director or another staff person trained in first aid will:

- Attend the injured child and apply first aid
- Assess the injury and decide whether an ambulance should be called.

If a child is injured at OSHC or on an OSHC excursion and the supervising Director considers that the child's condition is sufficiently serious to warrant attendance by an ambulance, an ambulance must be called. The ambulance service will render an account in the name of the parent of the child concerned. Staff members are advised not to transport a sick or injured child unless an ambulance is not readily available or the child's injury or illness indicates that immediate action is required.

If an ambulance is called:

- A staff member will comfort and calm the child at all times
- A staff member will accompany the child (single staff service - A relief staff member, committee member or parent may be nominated to respond immediately if called in an emergency. The nominated person may care for the children while the staff member assists with the injured child)
- The child's medical record will be taken with the child.

The Director or another staff member will:

- Contact the child's parent/guardian or emergency contact person to advise them of the incident and where their child has been taken. Every effort will be made not to panic the parent at this stage
- Ensure that any contact with the injured child's blood or body fluids has been appropriately dealt with
- Write a full report of the accident detailing the incident and the action taken. Details will be recorded on an Accident/Illness report and a copy given to the parent
- Depending on the accident, a school accident form may need to be completed and a copy kept by the service and the School Principal. If the accident is likely to result in complications or where the principal considers that legal action may be taken against the department, the form should be forwarded to the District Office (Advise School Principal in the matter).

It is expected that any costs incurred in ensuring prompt medical attention for a child will be met by the parents. The service will provide parents with information on available insurance cover for these and other accident-related costs.

Accidents which result in death or serious injury to employees (including an injury likely to cause absence from employment for 10 or more working days) must be reported to the appropriate Work Cover authorities. Incidents/accidents must be reported to the School Principal.

First aid

Quality Area: 6.4 & 7.2

At least one staff member with a current first aid qualification will be on duty at the service at all times children are there.

A fully equipped and updated first aid kit will be kept at the service in a locked cupboard out of reach of children but easily accessed by staff. The first-aid kit, together with someone in charge, must comply with regulations 327 and 328 of the Occupational Health, Safety and Welfare Regulations 1986 (SA) (see list in OHS&W Manual 2.4.3).

The first aid kit will be stocked at all times. The Director will replenish it as soon as practicable after use, and regularly check to make sure the kit is complete and that the stock has not deteriorated.

A cold pack will be kept in the school staff room freezer, for the treatment of bruises and sprains.

First aid will be administered by a staff person trained in first aid. First aid will be administered only in the event of minor accidents or to stabilise an injured person until expert assistance arrives.

The OSHC committee will ensure that adequate funds are allocated to ensure that staff members' first aid certificates are updated as required. The telephone number of the **Poison Hotline** 131126 at the Women's and Children's Hospital will be displayed on the Emergency contacts list.

Refer to:

- Current legislation and requirements
- OSHC National standards & DECS standards

Single staff operation

Quality Area: 8

Whenever the service is operating with one staff person, a mobile phone will be available for use by the staff person and children. The mobile phone and any other telephone used by the service will be pre-programmed with emergency numbers and be identified clearly on the phone so that children can call for assistance should the staff person be incapable of seeking assistance.

The librarian will be on site similar hours OSHC will be open. Children and staff should know they can call on that person for assistance if the staff member is incapable of seeking assistance.

The staff and children will practise emergency procedures, including using the emergency phone numbers, at least once a term and when most of the children are present.

A relief staff member, committee member or parent may be nominated to respond immediately if called in an emergency. In a medical, fire or security emergency, the Director or staff member will follow the service's emergency procedures.

The service's nominated adults must be approved by the OSHC committee. The Director will check monthly that the nominated adults are available to respond to an emergency call at the times there is one staff person on duty. A contact list will be compiled and be attached to the evacuation procedure and a copy in the health & safety folder.

All those on the relief-staff list should have current centre's and schools first aid training or at least basic first aid training.

Refer to:

- Current legislation and requirements
- OSHC National standards & DECS standards

Storage of potentially dangerous products

Quality Area: 7.2

All poisonous or toxic chemicals or cleaning agents must be stored in a locked cabinet. All staff will be made aware which products may pose a danger to children in the service. All potentially dangerous products will be clearly labelled and stored out of reach of all children.

Storage areas will be clearly labelled to assist relief staff.

Staff will discuss the dangers of certain products with the children. Where practical, information about the safe storage of potentially dangerous products will be displayed and drawn to the attention of parents, as appropriate.

Refer to:

- Current legislation and requirements
- OSHC National standards & DECS standards

Transport

Quality Area: 7.2

Parents will be required to give written consent if a child is to be transported from one place to another. Emergency consent is granted if parent/guardians initial permission on the child's consent form

A private vehicle may be used to carry children on excursions or to and from school and the OSHC service as passengers only if:

- It is equipped with seat belts
- It is registered and there is reason to believe that it is in safe mechanical condition
- It has a minimum third-party property damage insurance
- The driver has a full or provisional licence and there is reason to believe that they are safe and responsible behind the wheel. 'L'-plate drivers must not carry children.

Before the journey begins a person in charge should ensure that:

- Every child has their seat belt on and secured
- The vehicle is not overloaded, as this could impede the driver and jeopardise insurance entitlements should there be an accident.

In the event of vehicle breakdown or a minor accident, the staff person in charge, or driver, will phone the service to inform the Director and will organise alternative transport. They will ensure that the children are kept safe and secure at all times. The Director will inform parents.

All vehicles and persons involved in transporting children to and from the service will carry the service's name, address and contact number at all times.

At least one staff member accompanying children being transported will be trained in first aid.

Vehicle breakdown

In case of an accident/ vehicle breakdown, the staff person or driver will, if possible:

- Ensure children are always safe and secure
- Comfort and calm children
- Phone emergency services and police, if necessary
- Contact the OSHC service to inform the Director or staff members
- Follow the service's procedures for accidents.

When being transported by a bus company, ensure all children are wearing seat belts (if provided) and are seated as per seating requires. Ensure children do not walk around the bus while in motion.

Refer to:

- Current legislation and requirements & OSHC National standards & DECS standards

Maintenance of buildings and equipment

Quality Area: 7.2

Burra & Communities OSHC service will work in conjunction with the School Principal and Governing Council to promote a healthy environment in accordance with school/department policies and procedures.

All work areas (including outdoor play areas) and equipment must be checked regularly by the staff to ensure they are clean and safe.

Power points will be to an approved safety standard and fitted with approved safety plugs or with an earth leakage circuit breaker.

The use of small electrical appliances and cords will be restricted to times and areas strictly supervised by staff and kept out of areas where children have unrestricted activities.

Staff members who become aware of faulty or broken equipment will remove this equipment from use and advise the Director or OSHC Committee of the need for its replacement or repair.

Staff will be encouraged to report any unsafe incidents which may lead to high stress levels or an accident/potential accident to the Director or OSHC Committee by completing an incident report. Positive steps will be taken to understand and minimise accidents and stress suffered by individual staff members.

Procedure:

1. Upon entering outside play areas staff should be checking the grounds, equipment, sand-pit and all play areas visually to determine safety and health environment for children.
2. Report safety and health concerns to the school front office using the maintenance slip to report safety issues if required.
3. Remove children from the area using the “in-vacuation” procedure if necessary.

Refer to:

- Current legislation and requirements
- OSHC National standards & DECS standards
- Burra Community School Policies & procedures

Swimming Excursions

There will be a maximum of five children to one carer at all times, according to departmental standards. At least one of the adults, staff or volunteers in charge of children swimming will have a senior first aid certificate and a current rescue and resuscitation certificate or its equivalent.

Refer to:

- Current legislation and requirements
- OSHC National standards & DECS standards

Water Play & Swimming Activities

Staff will ensure that water play and swimming activities are supervised adequately according to Departmental supervision standards and legal requirements. The value of the activity will be provided according to safety, hygiene, experience and environmental considerations.

Water play will be provided on the basis of parent/guardian knowledge that the activity is planned and consent forms will be provided and completed on swimming excursions. Sun

protection procedures will be in effect at all times during planned activities and the OSHC service encourages families to promote sun protection when activities are planned during the program.

Staff Ratio - Children swimming = 1 carer per five children

Refer to:

- Current legislation and requirements
- OSHC National standards & DECS standards

Policy Created: April 2019 **Reviewed:** August 2019 **To be reviewed:** Jan 2020

Mandatory Reporting

Quality Area: 7.1

Source: OSHC resource folder 1998, Long Day Care Policy development guidelines 2004, Government of South Australia, Department for Families and Children www.familiesandcommunities.sa.gov.au

Policy Statement:

The Burra & Communities Outside School Hours Care Service has an obligation to all children attending the service to defend their right to care and protection.

To support this right, the service will follow the procedures set down by the Department of Family and Community Services under the Children's Protection Act 1993 Section 11 and when dealing with any allegations of abuse or neglect of children, to ensure the child's and other children's protection. The service also has a responsibility to its employees to defend their right to confidentiality unless allegations against them of abuse are proven.

Procedure:

The safety and wellbeing of children and young people is one of the most important concerns of any community. While parents and other caregivers are responsible for the safety and welfare of children in their care, protecting children and young people from abuse and neglect is the responsibility of the whole community. We all have a role to play in identifying children who may be at risk, and supporting children to be safe.

Every child has a right to be safe from harm and there are laws to protect children. The law states that a child is a person under the age of 18 years. In South Australia, the Children's Protection Act 1993 mandates Children, Youth and Family Services (CYFS) with the responsibility for the care and protection of children and young people where there are concerns about their safety, welfare and well being.

There are different forms of child abuse and these include physical, sexual, emotional abuse and neglect. Child abuse can occur by people doing things to hurt a child or by not doing something to protect a child from harm or providing for them. It can also include exposing children to situations that are harmful.

There may be many factors which cause you to suspect that a child is being abused or neglected. Sometimes these may be very clear, such as the child or young person telling you they have been abused, or another person such as a relative, friend, or neighbour telling you. Sometimes you might be concerned that a child is being abused or neglected based on your observations of that child.

Anyone who suspects, on reasonable grounds, that a child or young person is being abused or neglected, should report it to the **Child Abuse Report Line on 13 14 78.**

When you ring the Child Abuse Report Line you may be asked if you wish to report directly to Yaitya Tiramangkotti if the matter involves an Aboriginal child or family. Yaitya Tiramangkotti is staffed by Aboriginal workers who help to ensure that the decisions that are made about Aboriginal children are culturally appropriate.

As mandated notifiers, staff will be encouraged to attend training in relation to mandatory notification of child abuse. The BCOSHC service will set aside funding towards Mandatory Training costs.

Policy Created: April 2019 **Reviewed:** August 2019 **To be reviewed:** Jan 2020

Nutrition and Food Preparation Policy

Quality Area: 6.1 & 6.2

Source: OSHC resource folder 1998, Long Day Care Policy development guidelines 2004, BCOSHC Philosophy & Goals, BCOSHC Committee

Policy Statement:

It has been acknowledged that after school, children appear to be hungry and most children request a snack before finding activities to participate in. We will aim to provide a snack with nutritious goodness and offer snacks to all children in a group time setting every afternoon during after school care and occasionally when planned during the vacation care program. The snack time routine is an important part of the after school routine. Children will be able to assist in food preparation to develop their self-help and promote healthy eating skills. Hygiene principles will be part of the daily routine and discussed regularly. We will encourage children and families to offer snack ideas, family values and multicultural views to enrich the variety and enjoyment of snacks to meet children's nutritional needs after school and at other times.

Procedures:

Afternoon tea 'Snack Time'

Snack time will be directly after school and the children will be required to enter the OSHC room and sit down for group time as per normal. After the sign-in process, snack time will occur. Children will wash their hands and be seated when eating their afternoon snack or vacation care food.

Snack times will be treated as social occasions and children will be encouraged to try different snacks but never forced to eat. The denial of food will never be used as punishment. Parents and families will be asked to provide morning tea, lunch and afternoon tea in the vacation care periods. Children may provide their own 'healthy' afternoon snacks in discussion with their families if preferred.

Food Guidelines

Food will be nutritious, varied and in the form of a healthy snack and be offered to all children. Healthy and nutritious food ideas will be gathered from families, children and health information sourced specifically for kindergarten and school age children. The importance of healthy food will be discussed with the children during snack time when required. Discussion about other types of foods will be discussed where appropriate. The health folder contains information and details regarding children's personal allergies, food or cultural values and beliefs and staff will be familiar with the health folder contents.

Food snacks will be nutritious and contain fresh, natural goodness where possible and be low in salt, fats and sugar products. Foods that have peanut/nut traces will be excluded from the menu at all times. Families encouraged to bring food for the vacation care program will be advised to stick to menu ideas suggested for that day or advise staff of food ideas for birthdays and other occasions. Special occasions such as birthdays, Easter, Christmas and other days will be exceptions to the above rules with staff ensuring children eat snacks or foods in moderation and according to known food allergies or family requests.

Menus

Fresh produce including fruit, vegetables, sandwiches, crackers and other easily prepared food will be available for children to eat. The afternoon tea snacks will be presented on platters for children to select and prepare during snack time on a regular schedule each day. Foods such as sandwiches will be made and spread by the children with staff supervision. Children will be able to select their own choice of snacks or eat snacks brought from home. The kitchen facilities are located in the staff room and food items that need to be cut up will be prepared in the staff room kitchen. The menu will be planned with input from children and families and displayed in the 'kid's book' weekly. The OSHC room does not have cooking facilities so snacks will be food that is easy to prepare and can be handled easily with children's input. Food brought from home can be re-heated in the staff room kitchen.

Kitchen/Food Preparation Facilities

Food will be prepared in the school staff room by OSHC staff who will wear gloves when preparing the snack food. In the event of an accident bright coloured band-aids must be worn for identification. It is recommended for sick staff that they ask another person to prepare the food items.

Food Storage

Food will be stored in the staff room kitchen or in the refrigerator if required. Snacks will be brought to the OSHC room just before the last school bell rings. Food items that need to be cut up with knives or sharp utensils will be prepared in the school staff room to prevent injury.

Personal/ Hygiene

Children will be required and encouraged to wash their hands after school and dry with paper towel before preparing or eating their snack food and again after eating their snack food. Hand washing posters and discussion will be a focus for healthy hygiene practices at all times. Children will be presented with a cup for drinking rain water or may choose their water bottle and a plate or bowl according to the type of snack. Dishes will be placed in a wash-up bucket and be cleaned after snack time before the end of the session. When food is prepared as part of the children's program of activities or at snack time, the ingredients and preparation techniques used will be hygienic and safe at all times.

Environment Hygiene

OSHC staff and children will use the wet area in the staff room to clean dishes at the end of the day or directly after snack time and children will be supervised at all times. Tables, chairs and other equipment will be cleaned with anti-bacterial spray before the children arrive at OSHC and after snack time by staff. Platters with snack foods will be covered suitably and have serving utensils to assist with healthy hygiene practices. Food scraps will be placed in the bin or given to the chickens.

Food allergies

Children's personal health and allergies are printed and located in the 'Health' folder stored in the locked filing cabinet. Staff will be familiar with the 'health' folder contents.

Refer to:

- OSHC National standards & DECS standards
- Australian Government www.healthyactive.gov.au or phone:1800 025 772
- Virtually Healthy Newsletter
- National Heart Foundation www.heartfoundation.com.au
- DECS Healthy Eating Guidelines "Eat well SA"
- Better Health Channel www.betterhealth.vic.gov.au
- Caring for Kids www.caringforkids.cps.ca
- Kids Health www.kidshealth.org

Policy Created: April 2019 **Reviewed:** August 2019 **To be reviewed:** Jan 2020

Lost Child Policy

Quality Area: 7.1 & 7.2

Source: OSHC Committee, OSHC resource folder 1998, Long Day Care Policy development guidelines 2004, Burra Community School Policies, BCOSHC Philosophy & Goals

Policy Statement:

It is essential that a prompt and concise response in the event of a lost or missing child occurs quickly and soundly. In reference to the services excursion policy and supervision procedures, it is very important that we have a procedure to best manage the frightful situation of a lost or missing child.

Procedures: (see excursion policy)

From BCOSHC:

- Check the yard and buildings immediately.
- Has the child been removed?
- Has the child left with parents, family or friend?
- Is the child signed out?
- Person in charge to take charge.
- Ensure all children at OSHC are safe and supervised.
- Check the street and car park areas.
- Notify police of exact location and a photo if possible.
- Notify the parents.
- Assist police with the search if required.
- Notify the Director or OSHC line manager if applicable.
- Complete an incident report with full details.

From Excursion:

- Person in charge to take charge.
- Ensure all children are safe and supervised.
- Immediately check the building and surrounding location.
- Retrace steps.
- Notify Police and give exact location and details.
- Return other children and staff to BC OSHC or the school bus if possible.
- Notify the parents.
- Assist police with the search if required.
- Notify the Director or OSHC line manager if applicable.
- Complete an incident report with full details.

Environment & Safety

Children must be supervised at all times and openly discuss safety hazards.

Policy Created: April 2019 **Reviewed:** August 2019 **To be reviewed:** Jan 2020

Excursion Policy

Quality Area: 7.2

Source: BCOSHC Committee, OSHC resource folder 1998, Long Day Care Policy development guidelines 2004, Burra Community School Policies, BCOSHC Philosophy & Goals

Policy Statement:

Excursions are an important part of the program and offer children a diverse and interactive opportunity to experience the broader community close and afar. Consent forms

seeking permission will be sought from parents, guardians and families for all excursions and will comply with OSHC departmental standards. Most excursions will take place during the vacation care program to visit places of interest in our local community and surrounding areas. Experiences may be recreational, social, educational or purely for fun purposes. Families, children and staff will have the opportunity to suggest places to visit or experiences to participate in.

Procedures: (see Lost child Policy and Health & Safety Policies)

Excursion details & Consent forms

Upon enrolment at the service enrolling parents and families must initial consents on each child's enrolment form accepting consent statements relating to service activities for their children to participate in programmed excursions or walks. Children may be taken on walking excursions within the local community when enrolling guardians have signed the consent statements on the enrolment form.

Excursions that require travel in a vehicle or bus to and from a destination, that are planned and displayed on the vacation care program of activities, after school, pupil free days and school closure days, will require a separate consent with authorised signatures from the enrolling parent or person signing children in on that particular day.

Consent forms will state the date, excursion destination, method of transport, activities and staff ratios to supervise the children. Alternative arrangements will be made for children not going on excursions.

Parents, families and guardians are requested not to send their child on an excursion if the child has any signs of being unwell.

The sun protection policy will be effective on all excursions. The weather and temperature are taken into account and sufficient areas of shade and undercover areas are available for protection.

Children will be reminded of excursion safety and OSHC social skills prior to departing and given a full description of the location being visited. (social skills - see behaviour management policy)

All excursions will be publicised to all parents and family members with full details of destination, time of departure and arrival, staff and volunteers attending and special items to bring on the program of activities or a flyer in view. There will only be changes to the programmed excursion if the person in charge decides it is necessary for the wellbeing and safety of the children and adults.

OSHC Departmental Standards

On excursions there will be a maximum of eight children to one adult at all times. An adult may be a staff person or volunteer over the age of 18 years. The staffing ratio of one paid staff member to every 15 children or part thereof will be maintained on excursions. Volunteers or students under the age of 18 years may join the service on excursions but cannot be counted in staff ratios. Single staff services must have more than one adult to accompany children on excursions that involve leaving the close proximity of the service.

Age appropriate activities

Consideration of adequate adult/child ratios will be given for each excursion location and the following will be considered; age and abilities of the children, the destination and length of the excursion, the method of transport and experience of the accompanying staff and adults. All excursion locations and activities will be accessible for all children in kindergarten and primary school attendance joining in the program on any given day. Alternative arrangements will be made for any child/ren that cannot join in but are included in the excursion activities.

Swimming Excursions

There will be a maximum of five children to one carer at all times, according to departmental standards. At least one of the adults, staff or volunteers in charge of children swimming will have a senior first-aid certificate and a current rescue and resuscitation certificate or its equivalent.

Things to take on every excursion

Leave an 'excursion sign' on the door with mobile phone number displayed.

- First-aid waist bag and shoulder bag with full contents.
- Back pack with mobile phone.
- Emergency contacts & health folder with emergency contact people, health details, medication, medication forms and accident forms.
- Consent forms for each child or children on the excursion and weekly Attendance sheet.
- Pens and notebook.
- Children lunch boxes and bags if required.
- Sunscreen and spare hats.
- Water bottle, drinking cups and spare water bottle.
- Plastic bags, spare change of clothes, ice-cream container and tissues.

Transport Details

A private vehicle may be used to carry children on excursions as passengers only if; it is equipped with seat belts, it is registered and there is reason to believe it is in safe, good mechanical condition, the driver has a full or provisional license and there is reason to believe they are safe and responsible behind the wheel and it has minimum third party property damage insurance. Department school buses will be used in reference to BCS school policy, AIG 1-124 School transport policies and procedures established between OSHC committee and the school management committee. See reference AIG 1-124 School transport and follow guidelines.

Environment & Safety

Children must be supervised at all times and openly discuss safety hazards.

Refer to:

- Excursions & community links files for:
 - Excursion places of interest, brochures & news

Fees Policy

How Policy will be implemented (specific policies and procedures)

MISCELLANEOUS FEES

Bonds

- New Family Bonds are required to pay \$50.00 To be paid when first enrolled with the Service. To be refunded when family cease use of this service.

LATE COLLECTION FEE

From 6.15pm-6.30pm \$20.00

6.30pm till child is picked up - \$20.00 plus wages of Certified Supervisor