

## YMCA's of Australia Policy Child Safe Environment

Procedure Number	Date Approved	Date Last Amended	Status
23	29/03/2019	29/03/2019	Final

### 1. PURPOSE

All children have the right to experience quality care in an environment which provides for their health and safety as well as being conducive to educational and social / recreational outcomes .

### 2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, educators, children and their families, volunteers and visitors to site

This Policy applies to all YMCA Member Associations.

For the purposes of this document we refer to these as the YMCA.

All Procedures must conform to this Policy.

### 3. POLICY

YMCA Childrens Services will ensure that facilities used provide for the program a range of activities provided are in keeping with ensuring we maintain a safe, healthy and stimulating environment which is accessible to all children and allows for their physical and psychological comfort.

### 4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children's Services Management	Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements. To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.
Responsible Persons	YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy

	<p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non- compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p>

## 5. DEFINITIONS

Term	Definition
Services	The scope of this Policy applies to all approved Children’s Services that operate under The Education and Care Services National Regulations 2011- Early Learning Centres, Sessional Kindergartens, School Holiday programs, Before and After Care programs, Family Day Care, In Home Care and inclusive of Occasional Care as a Type 1 and Type 2 Limited Hours Service (Victorian Children’s Services Regulations 2009).
Volunteer	Can be a YMCA volunteer, student on practicum placement
Visitor	Can be a parent/guardian, contractor, incursion provider, person approved to drop off / collect children in care
Duty of Care	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

## 6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

- Education and Care National Law Act 2010
- Education and Care Services National Regulations 2011:
- National Quality Standard, Quality Area 2: Children’s Health and Safe
- Environmental Protection Regulation 198

- Workplace Health and Safety Act

## 7. SUPPORTING DOCUMENTS

### (LINKS TO PROCEDURES AND/OR WORK PRACTICES)

- KidSafe
- YMCA Safeguarding Children and Young People
- Local council websites
- Budgeting and Planning Policy
- Play Equipment Policy
- Program Policy
- Workplace Health and Safety Policy

## 8. PROCEDURES

Please speak to your local Association for Procedures

## 9. APPROVAL AND REVIEW

**Approved By:** Children and Families Leadership Team

**Effective Date:** 29/03/2019

**Policy Owner:** Children and Families Leadership Team

**Amendments**

Version	Date	Author	Change Description
2	29/03/19	Y Australia	N/A

## PROCEDURES

The safety of children is a priority and all steps are taken to minimize accidents and injury of all children in care.

- Educators complete a daily safety checklist each day in both the indoor and outdoor environment.
- All equipment, resources and toys are checked regularly prior to use by children. New equipment is purchased to replace broken equipment.
- Educators purchase new materials, toys and resources on a regular basis to reflect the needs, interests and development of the children in care.
- Educators set up indoor and outdoor areas safely with children's development, skills and abilities catered for.
- Climbing equipment is set up on grassed or soft ground areas.
- Hazardous substances are inaccessible to children; they are kept in high cupboards, locked cabinets, or behind closed doors that are inaccessible to children.
- Outdoor areas are kept free of rubbish, hazardous waste and any other materials or items that have the potential to cause injury, accident or trauma to children.
- Supervision is of utmost importance at all times. Educators work together to ensure children are consistently supervised