

In Venue Safety Procedures

To be review under new legislation prior to setting up any future venues.

Published	December 2017
Review Date	May 2019
Sources	Education and Care Services National Regulations, October 2017 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Standard, February 2018

Aim:

To ensure the health, safety and wellbeing of children being educated and cared for in Approved Family Day Care Venues is maintained at all times.

Explanation:

The procedures outlined in this document have been developed from the results of each Venues Risk Assessment to ensure ongoing compliance to the Education and Care National Regulations.

Responsibilities:

In relation to Co-ordination Unit Staff:

- Abide by their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to In Venue Safety Procedures
- Conduct regular visits and complete monthly reports in regard to each Venue and the Educators practice
- Provide ongoing support to each Educator in developing procedures to ensure children's health and safety and compliance with the Education and Care National Regulations
- Review In Venue Procedures every 6 months or as required
- Conduct a Venue Risk Assessment every 12 months

Braidwood Public School:

Educators Procedures:

1. Abide by their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to In Venue Safety Procedures
2. Complete daily risk assessment ensuring that all dangerous items, obstacles or other issues are corrected prior to the children arriving.
3. Ensure that all children are signed in on the Attendance Records within the first 10 minutes of school concluding each day
4. Follow the emergency contact procedure if a child has not arrived for care within 10 minutes of the conclusion of the school day
5. Escort all children to the toilet at the commencement of each session and throughout the afternoon as required
6. Ensure that all dangerous items and products (fruit knife and cleaning detergent) are stored in a designated area that children do not access
7. Periodically or as required reinforce the program's Children's Code of Conduct and school rules with children
8. Maintain at least two emergency contacts for the venue
9. Ensure children are aware of and have drills following the school emergency procedures

10. Ensure all required documentation is displayed prior to the operation of each session
11. Ensure all confidential documents (timesheets, diary and other private and sensitive information) is locked away or removed from the venue
12. Follow the risk assessment summary when setting up and managing risks prior to and during each sessions operation
13. For security purposes ensure that at the end of each After School Care Session you lock up and leave with the last parent

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Staff accessing current relevant information
- Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
June 2012	Added relevant regulations and quality standards in relation to the new Education and Care Services National Regulations and National Quality Standard
December 2012	Policy review schedule, no changes made
June 2013	Scheduled Policy Review - no changes made
December 2013	Scheduled Policy Review – no changes made
June 2014	Scheduled Policy Review – added Mt Carmel, Braidwood & Koorawatha, plus other information about requirements
December 2014	Scheduled Policy Review – No changes made
June 2015	Scheduled Policy Review – No changes made
December 2015	Scheduled Policy Review – Removed Mt Carmel Procedures
June 2016	Scheduled Policy Review- No changes made
October 2017	Noted up dated in regulations regarding set up of future venue's