

Health & Safety Policy

Introduction

Our OSHC Service is committed to providing a safe and healthy environment that supports children’s wellbeing, learning, and development. We maintain high standards of hygiene, risk management, supervision, and safe work practices to protect children, families, staff, and visitors.

Purpose

To protect and promote the health, safety, and welfare of all children and adults at our Service, in line with national laws, regulations, and standards.

Scope

Applies to all children, families, staff, management, and visitors.

Education & Care Services National Regulations

Key regulations include: safe premises, equipment, and facilities; health and hygiene practices; notifications and records of incidents, attendance, and enrolments; supervision; excursions; fencing and security.

NATIONAL QUALITY STANDARD (NQS)

Quality Area 2: Children’s Health and Safety

Children’s health, wellbeing, and comfort are supported, including nutrition, rest, and active play. Effective hygiene, illness, and injury management are implemented. Children are protected through active supervision, risk management, and emergency planning. Educators uphold their child protection responsibilities.

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Implementation

Work Health & Safety

Supervisors ensure a safe workplace, employees meet their obligations, and environments support quality education and care. Risk management and hazard monitoring are ongoing, with strategies reviewed regularly.

Infection Control and Hygiene

Strict cleaning schedules, handwashing routines, and appropriate use of detergents and disinfectants minimise the spread of illness. Educators complete infection control training, and cleaning and storage practices follow all manufacturer and safety guidelines.

Healthy Lifestyles

Children's nutrition, physical activity, hygiene, and dental care are promoted daily through routines and experiences. Educational materials are available to families.

Child Protection and Supervision

Children are actively supervised, and staff understand their legal and ethical responsibilities to identify and respond to risks of harm, abuse, or neglect.

Safety Checks and Maintenance

Daily indoor and outdoor inspections, equipment registers, pest control, and maintenance reporting ensure a safe environment. Any issues are addressed promptly.

Resources and Equipment

All resources and equipment are safe, culturally inclusive, regularly maintained, and introduced responsibly. Equipment requiring supervision is stored securely.

Sun Safety

SunSmart measures include shade, hats, sun-safe clothing, sunscreen, and educator role modelling. Outdoor activities consider UV levels and sun protection.

Transport and Collection of Children

Safe procedures are in place for delivery, collection, and excursions, including licensed drivers, approved child restraints, mobile phone and emergency contact access, and authorised pick-up protocols. Children are never left unattended.

Water Safety

Children have no unsupervised access to water, including pools, troughs, or natural water sources. All water activities follow strict supervision and safety procedures.

Back Care and Manual Handling

Educators use safe lifting, lowering, pushing, pulling, carrying, or restraining techniques to prevent injury. Staff are trained in correct posture and handling strategies to avoid back strains, sprains, and overuse injuries. Manual handling is considered in all activities involving children, equipment, or materials.

Kitchens and Hazardous Substances

Access to harmful substances or equipment is restricted. Hazardous chemicals are stored securely, labelled, and used according to manufacturer and safety guidelines. Safety Data Sheets (SDS) are maintained and accessible. Emergency procedures are in place for chemical incidents.

Monitoring and Review

Hazards and risks are systematically monitored, with control strategies updated as needed. Work Health and Safety practices, including emergency procedures, are regularly reviewed.

Delivery and Collection, Missing or Absent Children

All arrivals and departures follow strict protocols, including signing in/out, photo ID verification, authorised nominees, and clear procedures if children are absent or missing. Educators maintain supervision and notify relevant authorities when required.

Record Keeping

Accurate records of cleaning, incidents, inspections, and maintenance are maintained. Records support compliance with regulations, promote accountability, and safeguard children, families, and staff.

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Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all health and safety practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including health, safety and risk management procedures.

This means that all health and safety practices must prioritise the protection of children from harm and hazards above all other considerations. Educators, staff and management are required to exercise professional judgement and take all reasonable precautions to ensure environments, equipment, routines and practices are safe, hygienic and responsive to children's needs, with risks identified, assessed and effectively managed at all times.

The Service will ensure that health and safety practices are consistently implemented through active supervision, ongoing risk assessments, safe work practices and adherence to regulatory requirements. Educators will remain vigilant in monitoring children's health and safety, respond promptly to any hazards, incidents or concerns, and support children's physical and emotional wellbeing in a calm and supportive manner.

All health and safety practices must prioritise the protection of children from harm, uphold their dignity and wellbeing, and ensure that every child is safe, supported and cared for at all times.



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Review

This policy will be reviewed regularly to ensure ongoing compliance with legislation, the NQS, WHS requirements, and emerging health and safety needs, ensuring the Service remains a safe and supportive environment for all.

Review

Date:	Changes:	Reviewed by:
02/062023	New policy (All updated)	Charmayne Nathan
07/08/2024	Reviewed, No changes	Charmayne Nathan
17/09/25	Policy was updated, information was condensed.	Charmayne Nathan
24/4/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan