

Occupational Health Safety and Welfare

Staying safe requires everyone to pay attention.

We will provide a safe working and learning environment for adults and children, there are policies and procedures to follow to make sure we stay safe.

- Parents can assist by reporting any hazard or 'near misses' and observing the No Smoking policy which applies in all schools and preschools.
- Make yourself aware of the emergency evacuation and invacuation procedures; posters are located at the entry doors. Your child learns about emergencies each term as we follow the child protection curriculum and practice our own emergency drill.
- Keeping a tidy workplace is a key factor in preventing trips, slips and falls. Keep chairs pushed in under tables when not in use.

The red line across the kitchen floor and across various parts of the indoor space indicates where children should not cross.

The sun and hot weather policy requires staff and children to wear hats in terms 1 and 4. We do not loan hats and children without a hat will be asked to play under the verandah or indoors. Children are encouraged to protect themselves with appropriate clothing and shade seeking behaviours. Staff prepare outdoor activities in the shade and avoid direct exposure to the sun between 10:00 am and 2:00pm (11:00 am and 3:00pm daylight saving time).

We do not keep hazardous materials in the kindergarten. There are material data sheets available for all products used in the centre.

Parents who wish to raise a concern or complaint are welcome to do so by following the guidelines set out in the policy. Aggressive or threatening behaviour is not helpful and the adult will be asked to leave the centre. Police will be called and an incident report will be made to district office personnel.

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