

Intereach Children's Services

Glass Safety Procedure



Applies to	Intereach Family Day Care (FDC) and Intereach Out Of School Hours (OOSH)				
Policy	NQS Three – Physical Environment Policy				
Version	3.0	Date approved	21/9/2023	Next review date	21/9/2026

1. Objective

Intereach, as the Approved Provider, will ensure any glazed area of a FDC residence or Child Care Service which is below a certain height and is accessible to children meets the Education and Care National regulations.

2. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- ensure that any glazed area of a children's service, FDC residence or approved venue of the service complies with the Education and Care National Regulations; and,
- ensure any glass surface under 0.75 metres must be approved safety glass or must not be accessible to children.

It is the responsibility of educators and staff to:

- regularly conduct inspections of the workplace, including all areas with glass;

It is the responsibility of FDC educators to:

- ensure that FDC children do not have access to inaccessible areas of the premises as per the Home Safety Risk Assessment Audit.
- ensure they comply with this procedure and advise the Nominated Supervisor of any proposed changes that may affect their compliance with this procedure, e.g., proposed extension to the FDC residence.

3. Procedure

Any glass surface under 0.75 metres must be approved safety glass or must not be accessible to children. This includes any glass in areas within children services, a family day care residence or an approved venue, including areas that are used by children to access the approved space such as a front door:

- if glazed areas such as glass panelled doors and low-level windows are accessible to children then they must be glazed with safety glass if the Building Code of Australia requires this; or
- treated with a product that prevents glass from shattering if broken (such as a safety film); or,
- guarded with barriers that prevent a child from hitting or falling against the glass; and,
- where glass is present in a door or side panel it is marked to be visible at child and adult height with glass safety stickers.
- In FDC educators to provide evidence of any products that are applied to prevent shattering to the Coordination Unit and ensure the documentation is available for inspection at the premises.

4. Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, coordinators, volunteers and students or when there is a legislative change.

5. National Quality Framework

Element	Concept	Description
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
3.1	Design	The design of the facilities is appropriate for the operation of a service
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.2.1	Use -inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

6. Context	
6.1. Standards or other external requirements	Australian Children's Education and Care Quality Authority (2017). National Quality Standards. Australian Children's Education and Care Quality Authority (2017). Guide to the National Quality Framework. Kidsafe. Accessed January 2020 www.kidsafensw.org.au
6.2. Legislation or other requirements	Education and Care Services National Regulations consolidated 2017 – Reg 117 Education and Care Services National Law Act 2010
6.3. Internal Documentation	Home Safety Risk Assessment Audit

7. Document control			
Version	Date approved	Approved by	Next review
1.0	15/04/2020	R. Phillips, Acting Senior Manager – Children and Family Services	15/04/2023
2.0	21/11/2022	M. Tai, General Manager Operations	21/11/2025
2.1	21/09/2023	M. Piffero, General Manager Operations	21/09/2026