

Intereach Children’s Services

Children’s Health and Safety Policy



Applies to	Intereach Family Day Care (FDC), Out Of School Hours (OOSH) and Preschool				
Definitions	Refer to Schedule of Definitions: <i>emergency, incident, incident management, serious incident, Paramount consideration and wellbeing.</i>				
Version	3.1	Date approved	27/02/2026	Next review date	23/09/2028

1. Policy Statement

Intereach is committed to providing a safe and supportive environments for all children, families, employees, Family Day Care (FDC) educators, volunteers, visitors, and community members. We uphold our responsibilities under the Education and Care Services National Law and Regulations and applicable Work Health and Safety (WHS) legislation to ensure that environments are safe, hazards are effectively managed, and all persons are protected from harm. Intereach is committed to maintaining robust health and safety practices supported by clear procedures, professional standards, and a culture of continuous improvement.

Intereach is committed to providing a safe, healthy and child safe environment that protects children from illness, injury and harm.

Health and safety practices will align with National Quality Framework requirements and child safety reforms to ensure proactive risk identification and management.

2. Background

Approved providers and services are required under the Education and Care Services National Law, National Regulations, and Work Health and Safety legislation to implement clear policies and procedures to ensure children’s health, safety, and wellbeing (Regs 168 & 170).

Health and safety requirements cover a wide range of areas including:

- Supervision, risk minimisation, and safe environments
- Safe sleep and rest practices
- Illness, injury, and medical conditions
- Infection control and hygiene
- Food safety and nutrition
- Administration of medication
- Emergency and evacuation management
- Transportation of children
- Water safety
- Use of toys, equipment, and materials
- Safe indoor and outdoor play spaces and
- Services remain free from tobacco and vaping products

When strong health and safety standards are consistently upheld and supported by procedures, children experience safe, nurturing, predictable, and developmentally appropriate environments. Health and safety processes also ensure that educators, coordinators, and staff understand and fulfil their duties with confidence, competence, and accountability.

A commitment to high-quality health and safety practices strengthens service operations, prevents harm, supports wellbeing, and promotes trust across families, communities, and the workforce.

3. Responsibilities

Approved Provider (or delegate)

The Approved Provider is responsible for ensuring:

- Comprehensive, compliant health and safety policies and procedures are established, maintained, reviewed, and accessible to educators, staff, FDC educators, families, and visitors in line with Education and Care National Law and Regulations.
- The safety, rights and best interests of children are the paramount consideration in all decisions and actions relating to health and safety.
- All environments—LDC, OOSH, Preschool, and FDC residences—meet regulatory requirements for safety, hygiene, risk minimisation, and suitability (Reg 103, 104, 105).
- WHS obligations are fulfilled, including hazard identification, risk assessment, incident reporting, and corrective actions.
- The use of the Early Childhood Worker Register for staff compliance
- All staff, educators, and FDC educators hold required, verified first aid/anaphylaxis/asthma qualifications (Reg 136).
- All required staff hold required Child Protection training, (CHCPTR001) Identify and Respond to Children and Young People at Risk and Mandatory National Child Safety Training.
- Appropriate educator-to-child ratios and staff are qualified and fit for duty.
- Emergency and evacuation procedures are developed, reviewed, practised every three months, and documented (Reg 97).
- Safe sleep and rest policies are implemented according to regulatory and recognised best-practice guidelines (Regs 81, 103).
- Food safety, nutrition, meal preparation, and storage practices comply with relevant legislation and regulations (Regs 78–80).
- Documentation, records, and notifications required under the National Law and Regulations are completed and maintained.
- For FDC:
 - each residence or venue is assessed as safe, hygienic, and appropriate (Reg 116)
 - swimming pools, spas, and water hazards are managed according to strict requirements (Reg 116A)
 - FDC educators are supported to maintain safe home learning environments.

Nominated Supervisors

Nominated Supervisors are responsible for:

- Ensuring the safety, rights and best interests of children guide all decisions, actions, and health and safety practices.
- Maintaining adequate skills, knowledge, and understanding of health and safety requirements for delivering education and care.
- Implementing and monitoring health, hygiene, and safety procedures in accordance with legislation, regulations, and organisational policies.
- Ensuring the environment is safe, hazards are removed or controlled, and risk assessments are completed and documented where required.
- Monitoring safe food handling and nutrition practices.
- Ensuring all required first aid, anaphylaxis, and asthma qualifications are held by required educators at all times.
- maintaining appropriate educator-to-child ratios and staff are qualified and fit for duty.

- Ensuring all medical management, safe sleep, water safety, and emergency procedures are understood and implemented by educators.
- Supporting educators with training, resources, mentoring, and guidance regarding children's health and safety.
- Ensuring incident, injury, illness, hazard, and emergency records are completed, reviewed, and where required notified to the Regulatory Authority (Regs 174 & 176).
- Ensuring all prescribed information and required safety signage is displayed at the service.

Responsible Persons

Responsible Persons are required to:

- Ensure the safety, rights and best interests of children guide all decisions and actions taken while supervising the service.
- Maintain adequate knowledge of health and safety requirements and demonstrate the ability to supervise and manage the service.
- Ensure safe supervision of children, safe environments, and hazard management during periods acting in day-to-day charge.
- Respond appropriately to incidents, emergencies, and illness, ensuring procedures are followed and documented.
- Ensure educators comply with safe practices relating to hygiene, cleaning, safe sleep, food handling, and supervision.

Educational Leaders

Educational Leaders are responsible for:

- Ensuring the safety, rights and best interests of children underpin all educational decisions and practices.
- Supporting educators to implement safe, developmentally appropriate learning environments and experiences.
- Guiding educators to embed risk-aware planning and safe practices into curriculum design.
- Providing mentoring and support on safe supervision, safe use of materials, indoor/outdoor environment safety, and health-promoting practices.

Educators

Educators are responsible for:

- Ensuring the safety, rights and best interests of children guide all actions, decisions, and supervision practices.
- Conducting daily safety checks, reporting hazards immediately, and following risk-minimisation procedures.
- Implementing all health and safety policies and procedures including hygiene, infection control, safe sleep, food safety, medication, and emergency procedures.
- Always maintaining adequate supervision, actively monitoring children's safety, wellbeing, and environment.
- Using equipment, materials, and spaces safely and ensuring children do the same.
- Completing required training (e.g., first aid, WHS, child protection) and maintaining knowledge of health and safety practices.
- For FDC educators: maintaining their home environment as safe, clean, hygienic, and compliant with all FDC health and safety requirements.

National Quality Framework

Standard/ Elements	Concept	Descriptor
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Safety and protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.

4. Context

4.1. Standards or other external requirements	<p>Australian Children's Education and Care Quality Authority (2017). <i>National Quality Standards</i></p> <p>Australian Children's Education and Care Quality Authority (2017). <i>Guide to the National Quality Framework</i></p> <p>Early Childhood Australia (2016). <i>Code of Ethics</i></p> <p>National Health and Medical Research Council 2013 (5th Ed). <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i></p> <p><i>Child Safe Standards NSW</i></p> <p><i>Child Safe Standards VIC</i></p>
4.2. Legislation or other requirements	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p>

4.3. Internal documents	<p>A range of procedures and forms support the Children's Health and Safety Policy, including the following service specific procedures</p> <ul style="list-style-type: none">Acceptance and Refusal of Authorisations ProcedureAdministration Of First Aid ProcedureAdministration of Medication ProcedureAnimal Safety ProcedureAttendance and Absence of Children ProcedureAuthorised Access to Children ProcedureBushfire Risk Management Plan for FDC Services ProcedureChildren's Health and Safety PolicyComplaints ProcedureContact with Blood and Fluids ProcedureDealing with Medica Conditions ProcedureDeath of a Child ProcedureDelivery and Collection of Children ProcedureDental and Oral Health ProcedureEmergency and Evacuation ProcedureExcursion and Regular Outing ProcedureHandwashing ProcedureHot Water ProcedureIllness and Infectious Disease ProcedureImmunisation/Vaccination ProcedureIncident, Injury, Trauma and Illness Procedure including Administration of First AidInclusion and Diversity ProcedureIssues of Noncompliance in FDC ProcedureMissing Child ProcedureNappy Changing, Toileting and Bathing ProcedureNotification of Serious Incidents ProcedureNutrition, food, beverages and dietary requirements procedurePhysical Activity and Small Screen Time ProcedureProvision of Information and Assistance Family Day Care Educators ProcedureSafe Arrival of Children ProcedureSafe Food Handling ProcedureSafe Transport of Children Procedure
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	<p>Safe use of Digital Technologies and Online Environment Procedure</p> <p>Sleep and Rest for Children Procedure</p> <p>Storage of Dangerous Chemicals, Substances and Equipment Procedure</p> <p>Sun Protection Procedure</p> <p>Supervision Procedure</p> <p>Tobacco, Drugs and Alcohol Procedure</p> <p>Visitors to the Service Procedure</p>
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5. Document control			
Version	Date approved	Approved by	Next review date
1.0	12/12/2019	Joint Leadership Governance Group	12/12/2022
1.1	15/03/2021	T. Mercer, Program Manager, Quality (minor changes)	12/12/2022
2.0	09/12/2022	Quality Governance Group	09/12/2025
3.0	23/09/2025	N. Brown – Compliance, Safety & Risk Manager	23/09/2028
3.1	27/02/2026	Legislation Change K Hyde – General Manager, Operations	23/9/2028