

Intereach Children’s Services

Safe Environment and Physical Activity Procedure



Applies to	Intereach Out of School Hours (OOSH) and Preschool Services for children aged 3-5 years				
Policy	NQS: Two: Children’s Health and Safety				
Version	3.1	Date approved	27/02/2026	Next review date	23/12/2028

Objective

All children have the right to experience quality education and care in a safe and healthy environment, be it physical, emotional or social.

This procedure ensures the Out of School Hours (OOSH) and Preschool services uphold legislative requirements and promotes every child’s safety, wellbeing, and healthy physical development by:

- fostering a strong culture of child safety, wellbeing, and safe physical activity;
- providing safe, inclusive indoor, outdoor, and online environments that support active play and protect children from harm;
- ensuring all staff meet their obligations to prevent hazards, supervise physical activity safely, and maintain safe environments; and,
- identifying and responding promptly to any risks of abuse, neglect, or physical harm, including those arising from unsafe environments or activities
- ensuring paramountcy of children’s safety: In operating this education and care service, the safety, rights and best interests of children are the paramount consideration in all decisions, practices and risk controls.

This procedure is supported by and should be read in conjunction with the *Intereach Child Safe Policy* and *Child Protection Procedure*.

Key Principles

- Safety and wellbeing of all children are the highest priority.
- Inclusive practices that respect cultural diversity and individual needs.
- Provision of safe indoor and outdoor environments.
- Promotion of physical activity through planned and spontaneous play.
- Limiting screen time and promoting online safety.

Definitions

Safe Environment: An environment free from hazards, promoting health, safety, and wellbeing.

Physical Activity: Any movement that enhances health, including active play and fundamental movement skills.

Inappropriate conduct: Any behaviour by an educator, staff member, volunteer, or visitor that compromises child safety or wellbeing, as defined under the amended National Law (effective 2026).

Responsibilities

Nominated Supervisor/Centre Director

- Ensure staff implement this procedure and comply with child protection legislation
- Provide training, resources, and guidance on child safety and physical activity.
- Ensure all staff, volunteers and students complete the national child safety and child protection training modules and refresh as required by the regulator/approved provider
- Communicate changes to policies and procedures to families.
- Ensure No child being educated and cared for by the education and care service is subject to any form of corporal punishment, or any discipline that is unreasonable or inappropriate. Any incident under Regulation 166A or complaint under Part 5AA is considered a serious incident.
- Maintain a culture where children's rights are respected and encourage family participation for shared responsibility.
- Premises and supervision environments meet safety and design requirements
- Ensure risk assessments and emergency plans are implemented and monitored.
- Maintain staff-to-child ratios for adequate supervision.
- Collaborate with other services and professionals to support children's access and inclusion.

Responsible Person

- Support educators in implementing safe environment and physical activity practices.
- Monitor daily safety checks and risk management strategies.
- Ensure daily operations comply with all relevant policies and procedures.
- Respond promptly to any safety concerns or incidents and follow reporting procedures.
- Communicate with families regarding any immediate changes or incidents affecting their child.
- Assist in maintaining accurate records including attendance, visitors, and incident reports.
- Ensure risk assessments are completed and implemented for activities and excursions.
- Provide guidance to educators on managing challenging behaviours safely.
- Ensure emergency procedures are understood and practiced regularly.

Educational Leader/EC Teacher

- Plan developmentally appropriate physical activities and integrate safety education.
- Guide educators in planning inclusive active play experiences.
- Ensure curriculum aligns with Early Years Learning and My Time Our Place frameworks.
- Support educators in implementing safe practices and risk management strategies.

Educators and Staff

- Implement safe environment practices and physical activity guidelines.
- Supervise children adequately and maintain staff to child ratio.
- Conduct daily safety checks and report hazards or incidents promptly.
- Plan inclusive active play experiences and encourage participation.

Children's Services Safe Environment and Physical Activity Procedure

- Communicate with families about physical activity and screen time guidelines.
- Maintain current training in child protection, first aid, CPR, asthma, and anaphylaxis.
- Document and report promptly any hazards, incidents of inappropriate discipline or conduct to the Responsible person or the Nominated Supervisor.

Parents/Guardians

- Collaborate with the service to support children's health, safety, and wellbeing.
- Provide accurate information about children's health and physical activity needs.
- Encourage physical activity at home and Support screen time guidelines related to active play.

Procedures

Safe Environment

- Set up indoor and outdoor spaces to allow safe participation in activities. Indoor and outdoor spaces are arranged to allow a variety of experiences with adequate supervision (refer to *Supervision Procedure*).
- Implement sun safety measures during outdoor play. (Refer to *Sun Protection Procedure*)
- Daily safety checks of indoor/outdoor environments and equipment are completed; hazards are identified and managed before children enter.
- Ensure equipment is age-appropriate and service facilities and equipment meet Australian safety standards and are maintained as per policy (Refer to *Facilities and Equipment Procedure*).
- Emergency management plans are developed, reviewed annually, and rehearsed at least every 3 months (refer to *Emergency and Evacuation Procedure*).
- Staff training provided at induction and ongoing for hazard identification, risk evaluation, and risk minimisation strategies.
- Risk assessments and authorisations completed before any transportation, excursion, or regular outing, and reviewed annually (refer to *Excursion and Regular Outing Procedure, Transport Procedure*).
- Quarterly risk assessments of the service environment to identify risks to children's health and safety.
- Activity-specific risk assessments developed for higher-risk experiences (e.g., cooking, fire pits, animal interaction, building, gardening).
- Environment free from tobacco, drugs, vaping and alcohol (refer to *Tobacco, Drugs and Alcohol Procedure*).
- Ensure all incidents including any inappropriate conduct, actions, communications, and follow-up steps are documented.
- Physical or sexual abuse allegations/incidents involving a child being educated and cared for by the service are notified to the Regulatory Authority within 24 hours (see Notification of Serious Incident procedure).

Physical Activity Guidelines

Daily Active Play:

Children's Services Safe Environment and Physical Activity Procedure

- Provide opportunities for children to be active every day through a mix of planned and spontaneous play in both indoor and outdoor environments.
- Include everyday physical tasks (e.g., tidying, gardening) as part of active routines.
- Ensure active play experiences are play-based, varied, creative, and age-appropriate.
- Cater to individual abilities, interests, and cultural backgrounds.

Safe Environment:

- Maintain a safe environment for all active play experiences: equipment must be developmentally appropriate, well-maintained, and checked regularly.
- Supervision must be constant and effective.

Encouragement and Role Modelling:

- Positively encourage participation in physical activities.
- Educators should model appropriate physical activity behaviours.
- Encourage children to drink water before, during, and after active play.

Excursions and Active Travel:

- Incorporate physical activity during excursions (e.g., walking trips promoting safe active travel).

Positive Reinforcement:

- Provide ongoing encouragement and positive feedback to children.

Family and Community Engagement:

- Invite families and the wider community to participate in promoting physical activity.
- Encourage families to share cultural links to physical activity and inform the service of any additional needs.

Inclusivity and Respect:

- Support children to understand and accept different physical skills and abilities among peers.

Healthy Habits:

- Assist children in developing daily habits and skills that support health and wellbeing.

Age-Specific Guidelines:

- **Preschool (3–5 years):**
 - At least 3 hours of physical activity daily, spread throughout the day.
 - Minimum 60 minutes of energetic play (e.g., running, jumping, climbing).
 - Children should not be restrained or inactive for more than 1 hour at a time, except when sleeping.
- **OOSH (School-Aged Children):**
 - Provide a variety of structured and unstructured active play experiences.
 - Encourage participation in fundamental movement skills (running, hopping, throwing, catching).
 - Promote inclusive, non-competitive activities that focus on fun and engagement.

Fundamental Movement Skills (FMS)

- Daily intentional Fundamental Movement Skills (FMS) experiences are planned to support children's physical activity and their FMS development. This includes daily floor-based play for babies – tummy time, and the intentional planning of FMS experiences for older toddlers and preschool-aged children that consists of a warm-up, FMS game and a cool-down;
- Range of development FMS activities are fostered, including running, galloping, hopping, jumping, leaping, side sliding, skipping, overarm throwing, catching, striking a stationary ball, kicking, underarm throwing and stationary dribbling.
- Children are provided with positive instruction and role modelling of the correct FMS and constructive feedback are given to children to assist them in developing and refining their FMS.
- Children are provided with space, time, and resources to revisit and practice FMS and engage in active play.

Screen Time and Online Safety

Refer to *Safe use of Digital Technologies and Online Environments Procedure*.

- Limit screen time for children aged 2-5 years to no more than 1 hour per day.
- Screen use is educational and balanced with active play.
- Screens are not used as a reward or behaviour management tool.
- Promote online safety through supervision and age-appropriate guidelines.
- Engage children in conversations about being kind, safe, and making good choices online.

National Quality Framework

Element	Concept	Description
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, practiced 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.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality

Children's Services Safe Environment and Physical Activity Procedure

Element	Concept	Description
		experiences in both built and natural environments.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe

Compliance and References

Legislation	<p>Education and Care Services National Regulations consolidated 2017 Part 4.2- Children's Health and Safety 97 Division 1- Health, safety and wellbeing of children- Regulations 77 Part 4.3- Physical Environment Education and Care Services National Law Act 2010</p>
Standards or other external requirements	<p>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 Child Safe Standards Victoria Child Safe Standards NSW Approved learning frameworks Early Years Learning Frameworks- Learning Outcome 3 – Children have a strong sense of wellbeing Australian 24 hour movement guidelines for the early years Early Childhood Australia (2016). Code of Ethics. Working with Children Check NSW. Accessed October 2025 DCJ -Keep Children Safe. Accessed November 2025 Office of the NSW Advocate for Children and Young People Office of the Children's Guardian. Accessed November 2025 Red Nose Foundation. Accessed October 2025 NHMRC. (2013) Staying Healthy: Preventing infectious diseases in early childhood education and care. (6th ed.) NSW Health Munch & Move program resources available on the Healthy Kids website Move and play everyday - National Physical Activity Recommendations for Children 0-5 Years The Department of Health - National Physical Activity and Sedentary Behaviour, and Sleep Recommendations for Children (Birth to 5 years) Eat Smart, Play Smart</p>
Internal Documentation	<p>Intereach Child Safe Policy Code of Conduct Policy Risk Management Policy</p>

Children's Services Safe Environment and Physical Activity Procedure

	<p>Incident Management Policy</p> <p>Recruitment and Selection Policy</p> <p>Feedback and Complaints Policy</p> <p>Child Protection Procedure</p> <p>Child Safe Sode of Conduct</p> <p>Work Check Policy</p> <p>Performance and Coaching Policy</p> <p>Disciplinary and Dismissal Policy</p> <p>Children's Services</p> <p>Children's Health and Safety Policy</p> <p>Physical Environment Policy</p> <p>Relationships with Children Policy</p> <p>Acceptance and Refusal of Authorisation Procedure</p> <p>Animal Safety Procedure</p> <p>Emergency and Evacuations Procedure</p> <p>Excursion and Regular Outing Procedure</p> <p>Facilities and equipment procedure</p> <p>Illness, Incident, Injury, Trauma, infectious disease and immunisation procedure</p> <p>Managing Medical conditions, Medication Administration and First Aid Procedure</p> <p>Notification of Serious Incident Procedure</p> <p>Relationships with children procedure</p> <p>Safe use of Digital Technologies and Online Environment Procedure</p> <p>Sleep and Rest for Children and Infants Procedure</p> <p>Sun Protection Procedure</p> <p>Supervision Procedure</p> <p>Tobacco, Drugs and Alcohol Procedure</p> <p>Transport Procedure</p> <p>Visitors to the Service Procedure</p> <p>Water Safety Procedure</p> <p>Communication Plan (Medical conditions)</p> <p>Risk Minimisation plan (Medical conditions)</p> <p>Excursion and Transportation Authorisation</p> <p>Benefit Risk Assessment Plan – Transport, Excursion and Regular Outings</p> <p>Authorisation for Transport and Regular Outings</p> <p>Daily Hazard Identification Checklist – OOSH</p>
--	---

Document Control

Version	Date approved	Approved by	Next review date
1.0	02/03/2020	R. Phillips – Acting Senior Manager Children and Family Services	02/03/2023
1.1	17/12/2021	M. Tai – General Manager Operations	17/12/2024
2.0	04/05/2023	M. Piffero – General Manager Operations	04/05/2026
1.0	02/09/2025	Children's Services Procedure split as a stand-alone OOSH Procedure – Approved by J Farrow Education and Care Manager	02/09/2028
2.0	31/10/2025	Updated to include requirements for preschool children 3-5 years old. Approved by: N. Brown – Manager, Compliance, Safety and Risk	31/10/2028
3.0	23/12/2025	Process updated to incorporate legislation changes – Approved by: K. Hyde _ General Manager, Operations	23/12/2028
3.1	27/02/2026	Updated to incorporate legislative changes. Approved by: K. Hyde – General Manager, Operations	23/12/2028