

HEALTH AND SAFETY POLICY

Our Out of School Hours Care (OSHC) Service is committed to providing a safe, healthy and supportive environment where each child's health, wellbeing and safety are protected, supported and promoted. We recognise our responsibility to identify and manage risks, ensure effective supervision, maintain safe premises and practices, and provide opportunities that support children's wellbeing, healthy eating, physical activity, sleep (where appropriate) and rest.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
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.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration — safety, rights and best interests of children
S. 3A	Paramount consideration [NSW]
S. 167	Offence relating to protection of children from harm and hazards
S. 166A	Offence to subject child to inappropriate conduct [NSW] Offences relating to inappropriate conduct
S. 165	Offence to inadequately supervise children
S. 165A	Offence relating to children leaving the education and care service premises unauthorised [WA only]

Part 4.2	Children's health and safety
Part 4.3	Physical environment
Part 4.4	Staffing arrangements

RELATED POLICIES

Administration of First Aid Policy	Nutrition and Food Safety Policy
Administration of Medication Policy	Physical Activity Policy
Child Protection Policy	Physical Environment Policy
Child Safe Environment Policy	Privacy and Confidentiality Policy
Child Safety and Wellbeing Policy (VIC)	Protected Disclosures (Whistleblower) Policy
Code of Conduct Policy	Recruitment Policy
Dealing with Infectious Diseases Policy	Safe Storage of Hazardous Chemicals Policy
Delivery of Children to, and Collection from	Safe Transportation of Children Policy
Education and Care Service Premises Policy	Safe Use of Digital Technologies and Online
Dental Health Policy	Environments Policy
Educational Program Policy	Rest Time Policy
Emergency and Evacuation Policy	Sun Safe Policy
Excursion/Incursion Policy	Supervision Policy
Furniture and Equipment Safety Policy	Staffing Arrangements Policy
Governance Policy	Staff 'Wellness Program' Policy
Hand Hygiene Policy	Student, Volunteer and Visitor Policy
Immunisation Policy	Tobacco, Drug and Alcohol-Free Policy
Incident, Injury, Trauma and Illness Policy	Water Safety Policy
Medical Conditions Policy	Work Health and Safety Policy

PURPOSE

This policy outlines how our OSHC Service provides a safe environment, promotes healthy practices, ensures adequate supervision, supports children's wellbeing, manages incidents and emergencies and meets its child protection responsibilities. These measures help reduce risks and ensure children can learn, play and develop in a safe and supportive environment. This policy serves as a central reference point for the Service's approach to health and safety. It provides a high-level overview of key requirements, practices and responsibilities while more detailed procedures are located in related policies that support Quality Area 2: Children's Health and Safety of the National Quality Standard.

SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor, students, volunteers and visitors of the OSHC Service.

IMPLEMENTATION

Our OSHC Service is committed to ensuring that children's safety, rights and best interests are the paramount consideration in all decisions, actions and practices. To achieve this, we implement systems, procedures and practices that support children's health, wellbeing and safety, identify and manage risks, and ensure compliance with legislative and regulatory requirements. These measures help create a safe, healthy and supportive environment where children can learn, play and develop.

DELIVERY AND COLLECTION OF CHILDREN

Our OSHC Service implements procedures to ensure the safe arrival, departure and transfer of children. Children must be signed in and out each day and will only be released to their parents/guardians, authorised nominee, or another person with written authorisation from parents/guardians. Educators will verify the identity of any person unknown to the Service, maintain accurate attendance records, and take appropriate actions where there are concerns about a person's capacity to safely collect a child. The Service ensures children are always accounted for. See the *Delivery of, and Collection from Education and Care Service Premises Policy* for more details.

TRANSPORTATION OF CHILDREN

Our OSHC Service prioritises children's safety, rights and best interests during all transportation arrangements. Educators implement appropriate risk assessments, supervision strategies and educator-to-child ratios to minimise risks and support children's safety during transportation. Procedures ensure every child is accounted for when embarking and disembarking vehicles, including attendance checks, record keeping and vehicle inspections. See the *Safe Transportation of Children Policy, Supervision Policy* and *Excursion/Incursion Policy* for more details.

VISITORS, INCLUDING STUDENTS AND VOLUNTEERS

Our OSHC Service requires all visitors to sign in on arrival, sign out when leaving, and comply with Service policies and procedures. Visitors are always appropriately supervised and are never left alone with the children in our care, while on the premises. Where required, we verify and record Working with Children Checks (WWCC)/Vulnerable Person Checks. Prior to engagement with the Service, the visitor, student or volunteer will be required to participate in an induction program that will acquaint them with the Service's safety procedures, emergency procedures and conduct guidelines. See the *Student, Volunteer and Visitor Policy* for more details.

CHILD SAFETY AND PROTECTION

Our OSHC Service embeds child safety within our policies, procedures and daily practices. Management, educators, staff, families, visitors, volunteers and students have a shared responsibility for protecting children from harm, maintaining adequate supervision, and responding appropriately to concerns about a child's health, safety or wellbeing.

We implement child safe practices in accordance with legislative requirements, including child safe recruitment and screening processes, codes of conduct, mandatory reporting obligations, information sharing requirements, and procedures for responding to, and reporting concerns about, child abuse or neglect. See the *Child Safe Environment Policy*, *Child Safety and Wellbeing Policy (VIC)*, *Child Protection Policy*, *Protected Disclosures (Whistleblower) Policy*, *Supervision Policy*, *Recruitment Policy*, *Student, Volunteer and Visitor Policy* and *Code of Conduct Policy* for more details.

DIGITAL TECHNOLOGY AND ONLINE ENVIRONMENTS

Our OSHC Service uses digital technology and electronic devices to support children's learning and development, document educational programs, communicate with families, and manage administrative and safety systems, such as sign in/out processes, emergency communication and other operational requirements. Educators and staff use digital technologies in ways that protect children's safety, wellbeing and privacy, maintain confidentiality and prevent inappropriate conduct. See the *Child Safe Environment Policy*, *Child Safety and Wellbeing Policy (VIC)*, *Privacy and Confidentiality Policy* and *Safe Use of Digital Technologies and Online Environments Policy* for more information.

ACTIVE AND ADEQUATE SUPERVISION

Our OSHC Service maintains a safe environment where children are actively and adequately supervised and participate in safe experiences. Educators understand their legal and ethical responsibilities to supervise children effectively, identify potential risks and hazards, and take reasonable precautions to protect children from harm and injury. Areas that may pose additional risks, such as kitchens, laundry facilities, maintenance areas and storage spaces, are secured to prevent unsupervised access by children. See the *Supervision Policy*, *Staffing Arrangements Policy*, *Child Safe Environment Policy*, *Child Safety and Wellbeing Policy (VIC)* and *Work Health and Safety Policy* for more information.

IDENTIFYING, MONITORING AND REVIEW OF RISKS AND HAZARDS

Risk management is an ongoing process. Our OSHC Service regularly identifies, assesses, monitors and reviews risks and control measures to support the health, safety and wellbeing of children, educators,

families and visitors. This includes risks associated with the physical environment, transportation of children, excursions, regular outings, emergency and evacuation procedures, and other activities. As circumstances change, educators and management review existing control measures and implement additional strategies where required to address new or emerging risks. For more information about hazard identification, risk assessment and risk reduction, see the *Work Health and Safety Policy*, and other relevant policies, such as the *Safe Transportation of Children Policy* and the *Emergency and Evacuation Policy*.

PHYSICAL ENVIRONMENT

Our OSHC Service maintains its premises and grounds in accordance with relevant legislative and local government requirements relating to space, facilities and the physical environment, including fire protection, ventilation, lighting, safety glass and other health and safety requirements. Educators and management document changes to the physical environment as part of the continuous improvement process.

Educators conduct daily checks before children arrive to identify and address potential hazards, including issues with fences, gates, buildings, outdoor areas, sandpits, standing water, dangerous plants, pests and other safety risks. Educators document safety checks and promptly report maintenance or repair requirements. Where major maintenance or renovation works occur, management implements plans to protect the health, safety and wellbeing of children, families, educators and visitors. See the *Governance Policy*, *Physical Environment Policy* and *Work Health and Safety Policy* for more details.

RESOURCES AND EQUIPMENT

Our OSHC Service selects safe, appropriate and inclusive resources and equipment that support children's learning, development and wellbeing. Educators and management consider safety, quality, cultural inclusiveness, and suitability for children's ages and developmental stages when choosing resources and equipment. Educators and management regularly inspect, maintain and replace resources and equipment as required. Before introducing new equipment, they assess it against relevant Australian Safety Standards and conduct risk assessments where necessary. See the *Furniture and Equipment Safety Policy*, *Physical Environment Policy* and *Work Health and Safety Policy* for more details.

CLEANING OF PREMISES, FURNITURE AND EQUIPMENT

Our OSHC Service maintains high standards of cleanliness, hygiene and safety by regularly cleaning and disinfecting premises, furniture, equipment and high-touch surfaces. Educators follow cleaning schedules

to ensure all areas are cleaned thoroughly and promptly address spills and other hazards to minimise risks. The Service follows the [Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services 6th edition](#) (National Health and Medical Research Council [NHMRC], 2024) guidelines to promote a healthy environment, including recommendations for cleaning practices, toys and equipment, play dough, clothing, laundering, toileting areas, and infection control. Where possible, the Service minimises the use of potentially dangerous substances to reduce risks to children, educators and visitors.

Our OSHC Service stores, handles and disposes of dangerous chemicals, substances and equipment safely and in accordance with manufacturer instructions. Educators keep hazardous materials secure and inaccessible to children and maintain current Safety Data Sheets (SDS), registers and safety checklists. Educators also follow appropriate safety procedures, including the use of personal protective equipment where required. Our OSHC Service follows the [Safe Work Australia Model Code of Practice: Managing Risks of Biological Hazards](#) to guide the identification, assessment, and control of biological risks such as bacteria, viruses, and toxins, to maintain a safe workplace. See the *Physical Environment Policy*, *Safe Storage of Hazardous Chemicals Policy*, *Incident, Injury, Trauma and Illness Policy*, *Dealing with Infectious Diseases Policy* and *Work Health and Safety Policy* for more details.

HEALTH, MEDICAL AND EMERGENCY MANAGEMENT

Our OSHC Service promotes children's health, safety and wellbeing through everyday practices, routines and learning experiences. Educators support children's nutritional, physical and developmental needs and provide families with information about health, hygiene, safe food handling and dental health to encourage healthy lifestyles. See the *Dental Health Policy*, *Educational Program Policy*, *Hand Hygiene Policy* and *Nutrition and Food Safety Policy* for more details.

We implement procedures to prevent and manage illness, injury, trauma, medical conditions and emergencies. Educators identify and respond to potential risks and take reasonable steps to protect children from harm. See the *Administration of First Aid Policy*, *Administration of Medication Policy*, *Incident, Injury, Trauma and Illness Policy*, *Immunisation Policy*, *Dealing with Infectious Diseases Policy*, *Medical Conditions Policy*, *Emergency and Evacuation Policy*, *Child Safe Environment Policy*, *Child Safety and Wellbeing Policy (VIC)* and *Work Health and Safety Policy* for more details.

ADMINISTRATION OF FIRST AID

Our OSHC Service provides appropriate first aid in response to illness, injury and accidents. Educators respond promptly when a child is injured or becomes ill and administer first aid where required. We

implement first aid practices in accordance with legislative requirements. This includes ensuring that at least one educator with current approved first aid, anaphylaxis management and emergency asthma management training is in attendance and immediately available when children are being educated and cared for by the Service. It also includes maintaining first aid equipment and following clear procedures for responding to incidents, injuries, trauma and illnesses. See the *Administration of First Aid Policy* and *Incident, Injury, Trauma and Illness Policy* for more details.

NUTRITION, FOOD SAFETY AND MEALTIMES

At our OSHC Service, we support children's health, wellbeing and development by promoting safe, nutritious food and drink choices. Whether food is provided by our Service or brought from home, we encourage choices that align with the [Australian Dietary Guidelines](#), and consider each child's dietary requirements, allergies, medical conditions, cultural practices and family preferences. Educators and staff prepare, handle, store and serve food in accordance with the Service's Food Safety Program and relevant food safety requirements. See the *Nutrition and Food Safety Policy* and *Medical Conditions Policy* for more details.

SUN PROTECTION

Our OSHC Service provides a sun safe environment by implementing sun protection measures in line with [SunSmart](#) recommendations. Educators monitor daily UV levels, plan outdoor activities to reduce exposure during peak UV periods where possible, maintain adequate shade, and check outdoor surfaces and equipment for safety. Children and educators wear sun safe hats and clothing, apply sunscreen as recommended, and follow practices that support protection from UV exposure. Educators also role model sun safe behaviours and encourage children to develop lifelong sun protection habits. See the *Physical Activity Policy* and *Sun Safe Policy* for more details.

WATER SAFETY

Our OSHC Service provides a safe environment for children around water and implements appropriate risk management and supervision practices during water-based activities. Educators closely supervise children around water and take reasonable precautions to minimise risks and protect children from harm. This includes ensuring that water hazards are inaccessible to children where possible or are otherwise appropriately managed. See the *Water Safety Policy* for more details.

REST TIME

At our OSHC Service, we support children's health and wellbeing by ensuring they have opportunities for rest throughout the day according to their individual needs. Educators work in partnership with families

to understand and respond to each child's routines, preferences and requirements, while considering individual, cultural and family practices. We implement safe sleep (where applicable) and rest practices in accordance with current safe sleep recommendations, including guidance from [Red Nose Australia](#).

Our OSHC Service will ensure rest time policies and procedures are implemented in line with regulatory requirements, with clear processes in place to identify and manage any risks and to keep children safe and well supported at all times. We take into account each child's individual sleep (where applicable) and rest needs, including their age, developmental stage, and any health requirements, while also respecting family preferences and cultural practices. Educators provide appropriate supervision throughout rest periods, including regular checks and accurate recording of sleep and rest times, and ensure practices reflect current health guidance and best practice approaches. Rest/sleep environments are set up to be safe, comfortable, and suitable, with careful attention to bedding, equipment, ventilation, lighting, and temperature, and any hazards are actively identified and addressed. We also ensure families are kept informed about our rest time practices, supporting open communication and shared understanding of how children's wellbeing is supported throughout the day. See the *Rest Time Policy* for more details.

PHYSICAL ACTIVITY

Our OSHC Service promotes regular physical activity to support children's health, wellbeing, growth and development. Educators incorporate safe, enjoyable and developmentally appropriate opportunities for active play, movement and the development of fundamental movement skills into the daily program. Physical activity experiences, environments and equipment are planned with children's safety, wellbeing and best interests in mind and are guided by current health and physical activity recommendations, including [Australia's 24-hour movement guidelines](#). See the *Educational Program Policy* and *Physical Activity Policy* for more details.

EDUCATOR AND STAFF HEALTH, SAFETY AND RESPONSIBILITIES

Our OSHC Service promotes a safe, healthy and supportive workplace for educators, staff, volunteers and visitors. Educators and staff take reasonable care for their own health and safety and that of others, follow Service policies, procedures and safe work practices, and participate in required training and professional development. This includes maintaining current first aid qualifications and completing mandatory training relevant to their role, including mandatory national child safety training, child protection training, emergency and evacuation procedures, infection control and work health and safety. See the *Staff 'Wellness Program' Policy*, *Work Health and Safety Policy*, *Administration of First Aid Policy*,

Medical Conditions Policy, Child Safe Environment Policy, Child Safety and Wellbeing Policy (VIC), Child Protection Policy, Incident, Injury, Trauma and Illness Policy and other relevant policies for more details.

We maintain a smoke-free, vape-free, alcohol-free and drug-free environment. Educators, staff, volunteers and students must not be affected by alcohol, illicit drugs or any medication that may impair their ability to safely supervise children or perform their duties. See the *Tobacco, Drug and Alcohol-Free Policy* for more details.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Health and Safety Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management. All families will be notified 14 days before any policy change that may have a significant impact on the provision of education and care to any child enrolled at the Service or the family's ability to utilise the Service.

SOURCES

Australian Children's Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

Australian Government Department of Education. (2022). [My Time, Our Place- Framework for School Age Care in Australia.](#) (Version 2.0)

Australian Government Department of Health, Disability and Ageing. (2026). [24-hour movement guidelines for all Australians](#)

Cancer Council Victoria. (2026). [SunSmart](#)

Early Childhood Australia. (2016). *Code of Ethics*

[Education and Care Services National Law Act 2010](#)

[Education and Care Services National Regulations 2011](#)

National Health and Medical Research Council. (2024). [Staying Healthy: Preventing infectious diseases in early childhood education and care services \(6th Ed.\)](#). NHMRC. Canberra.

Red Nose Australia. (2026). [About Red Nose](#)

Safe Work Australia (2026) [Model Code of Practice: Managing the risks of biological hazards at work](#)

Work Health and Safety Act 2011 (Cth). <https://www.legislation.gov.au/Details/C2017C00305>

REVIEW

POLICY REVIEWED BY	Libby Haines	Director	July 2026
POLICY REVIEWED	JULY 2026	NEXT REVIEW DATE	JULY 2027
VERSION NUMBER	V12.07.26		
MODIFICATIONS	major revision of policy to summarise key health and safety practices and reduce duplication of requirements addressed in more specific policies and procedures		

	• sources checked for currency • new sources added
PREVIOUS MODIFICATIONS	
JULY 2025	• annual policy maintenance • relevant National Law added • resources/toys containing button batteries to be risk assessed and checked regularly for safety • sources checked for currency and updated as required