

# CONDUCTIVE EDUCATION WAIKATO

Early Intervention and Habilitation Provider

## HEALTH AND SAFETY POLICY AND PROCEDURES

### Rationale

Everyone is responsible for Health and Safety at work.

Conductive Education Waikato Trust is committed to ensuring that children's health is promoted and emotional well-being nurtured; and they are kept safe from harm and to providing the Workers (those listed below under terms of reference) with a safe and healthy place in which to work and to make every reasonable effort in areas of accident/injury prevention, rehabilitation, and promotion of health, safety and welfare.

### Objective

1. To ensure that Conductive Education Waikato Trust and the Workers (those persons listed below under terms of reference) are meeting the requirements of the Education (Early Childhood Services) Regulations 2008 and Licensing Criteria, the Health and Safety at Work Act (HSW Act) 2015 and other legislation that apply to working conditions for employees.
2. To inform those present at the centre of our procedures and strategies.

### Terms of Reference and Definitions;

#### Duty Holders:

- Conductive Education Waikato Trust:
  - o has the "primary duty of care" for the health and safety of workers and others in the workplace.
- Officers –Conductive Education Waikato Trust Management Committee Members
  - o Officers have a duty of "due diligence" that supports, but does not replace, the PCBU's primary duty of care to ensure the health and safety of workers and others.

#### Workers:

- Employees – Any person employed byConductive Education Waikato Trust.
- Volunteer – A person who neither expects nor receives any reward for the work undertaken e.g. parent helper, community member
- External Agency/Organisation Staff – Staff who are not employees of Conductive Education Waikato but are present in the service as employees of external agencies/organisations.
- Contractor – Any person working at Conductive Education Waikato who is an employee of an external contractor e.g. builder, plumber, electrician.
- Students or those completing study requirements – Students who have an associate relationship or persons present in the service fulfilling part of their study requirements.

#### Other People:

- Visitors – Persons visiting Conductive Education Waikato for periods not anticipated to be longer than a day or two.

### Procedures and Strategies

#### Child injury/accident procedures

- Many of our staff hold current first aid certificates which are renewed every 2 years and recorded in the student management system.
- If a child is injured, first aid treatment is to be carried out if required.
- If the injury or accident is serious, parents or another contact person will be informed immediately. Families must ensure that the centre has an up-to-date contact phone number at all times. These will be checked six monthly by the Centre Administrator. The parent or contact person must collect their child as soon as possible.
- If the named contact persons for a child are unable to be contacted, and the injury is deemed significant to require medical support, an ambulance will be called.
- Any injury, accident, or incident incurred by a child must be recorded in the Playground Injury/Accident Register and signed by the parent on the day of the incident.
- Any new hazards or maintenance required will be recorded on the Hazard Identification Register (located on the shelf behind the Managers desk) and hazard management will take place – Isolate or Eliminate to prevent harm.
- If an injury or accident occurs on an excursion, then the above procedures will be followed.

Reference: Education (Early Childhood Services) Regulations 2008. Regulation.46, Criteria HS25

### **Worker injury/accident procedures**

- If a worker is injured, first aid treatment is to be carried out if required.
- If the injury or accident is serious, a family member or emergency contact person or their employer/PCBU will be informed immediately. Staff must ensure that the centre has an up-to-date contact phone number at all times. These will be checked six monthly by the Manager.
- If medical attention is required, an ambulance will be called or the Worker will be transported to Anglesea Clinic Urgent Care or Te Whatu Ora A & E for treatment. The Manager (if present) will assist in the transportation. If the Manager is not present, then another staff member will assist.
- Any accidents or incidents (near misses) will be recorded in the Workplace Injury and Investigation Book located in the Main Office on the book shelf.
- Any new hazards will be recorded on the Hazard Identification Register, located in the foyer, and hazard management will be carried out.
- If an injury or accident occurs on an excursion, then the above procedures will be followed.
- All injuries must be recorded in the Staff Accident Register located on the book-shelf in the main office.
- If the above procedure is not carried out, any claim made through the Accident Compensation Commission may not be validated by Conductive Education Waikato Trust.
- If an employee suffers a near miss or a minor injury where they have suffered possible shock or concussion, care will be taken in not permitting them to drive, and next of kin will be notified.

*Reference: Health and Safety at Work Act 2015.*

### **Illness Procedures**

- Whaanau are to advise CEWT if their child is unable to attend due to illness.
- It is important that the other children and staff are not exposed to infectious illnesses. No child or adult should attend the centre if suffering from an infectious disease. These may include (but is not restricted to): bad cold, influenza, diarrhoea, vomiting, chicken pox, impetigo, diphtheria, whooping cough, scabies, giardia, hand foot and mouth disease, hepatitis (A, B or C), measles, mumps, rubella, streptococcal, glandular fever, scarlet fever, meningitis, conjunctivitis, campylobacter, salmonella.
- In the case of vomiting and diarrhoea the child or adult must be away from the centre and remain away until 48 hours after the last bout of vomiting or diarrhoea.
- In the case of a notifiable disease:-
  - o Keep child isolated
  - o Follow direction from local Public Health Department
- In the case of Hepatitis B, stay away only if unwell.
- In the case of Hepatitis C, stay away while ill and until medical advice says it is safe to return.
- Attendance is at the discretion of the staff. Whaanau/caregivers need to accept the staff member's view on whether children are well enough to be at the centre.
- If unwell during class, staff will monitor and take temperature. If illness is significant, in that a fever is present, parent or another contact person will be informed immediately. Families must ensure that the centre has an up-to-date contact phone number at all times. The parent or contact person must collect their child as soon as possible and sign out using the student management system.
- If a child has a fever, staff will take the initiative to cool using wet, cold flannel. A staff member will be assigned to sit with the child and monitor until the parent/carer arrives.
- If the named persons are unable to be contacted, and staff have serious concerns regarding the wellbeing of the child, an ambulance will be called.
- Information about any allergies or health problems is recorded at the time of enrolment and updated annually or as health changes.
- It is also important and required that all workers have no infectious diseases or conditions, or that any pre-existing conditions are noted.

*Reference: Education (Early Childhood Services) Regulations 2008. Regulation. 46, Criteria HS26 – HS30*

### **Immunisation procedures**

- It is recommended that children and adults attending the centre have received the appropriate immunisations according to their age and a copy of children's immunisation certificates will be kept on their file.
- The immunisation register will be kept up to date by the Administrator. It will be checked 6 monthly, if there is an outbreak of a notifiable disease it will be updated and children not immunised will be notified.
- A newsletter will be given to parents and workers notifying them of the outbreak and notices placed up in the centre.

### **Administering Medicine procedures**

#### **Medication Categories**

Category 1 medicines: non-prescription (such as arnica cream, antiseptic liquid, etc)

Not ingested;

- Used for first aid treatment of minor injuries;

- Provided by the centre and kept in the first aid kit.

**Consent will be given on the enrolment form to cover the child for the period they are enrolled in the centre.**

Category 2 medicines: prescription (such as antibiotics, eye/ear drops, etc) or non-prescription (such as paracetamol liquid, cough syrup etc)

- Used for a specific time to treat specific conditions or symptoms;
- Provided by parents/caregiver for the use of that child only;
- Stored safely in the centre and returned to the family.

**Parents/caregivers are to provide written authority to administer Category 2 medicines at the beginning of each day on the Medicine Register located in Classroom 2. Staff are to sign and record time medication given and parents/caregivers are to sight and sign on collection of the child.**

Category 3 medicines: prescription (such as asthma inhalers, epilepsy medication) and non-prescription (such as antihistamine syrup, lanolin cream etc).

- Used for the ongoing treatment of a pre-diagnosed condition;
- Provided by the parent/caregiver for the use of that child only;
- Stored safely in the centre for the period that the child is enrolled in the centre;
- Clearly labeled with the child's name.

**Parents/caregivers provide (upon enrolment or when there is a change) a written authority to administer Category 3 medicines, plus an individual health plan, detailing what (name of medicine) how (method and dose) and when (time or specific symptoms/circumstances). Staff are to sign and record time medication given and parents/caregivers are to sight and sign on collection of the child.**

- All medication will be given only on the direct written approval/instruction of the parent or caregiver. An Authority to Administer Medication must be completed.
- Appropriate information and training will be provided to staff that are to administer medication to children. Training can be from a parent/caregiver or a training provider. Specific information and training around dosage and amount to be administered needs to be discussed and shown.
- If basic first aid (Category 1 medicines) is administered it will be recorded in the accidents book located in the first aid kit.
- If Category 2 medicines are to be administered parents/caregivers are required to fill out the Medicine Register Book (located alongside First Aid Kit) providing details of date, name of medication, dosage and time to be administered.
- A staff member/parent/caregiver prepares the correct dosage and signs the Register
- Another staff member/parent caregiver checks the dosage, administers the medication to the child and signs the Register. Please note the person preparing the medication cannot be the person administering it.
- Any medication which requires refrigeration will be kept in the fridge.
- If Category 3 medicine is to be administered, staff will follow the procedures set out in the child's Individual Health Plan, a copy of which is held in the Emergency Medication Box, and on the child's file. All medication must be signed in by the parent/carer, with clear written instructions on administering. As above, the dosage will be drawn by one staff member and checked by a second before administering. Once the medicine has been administered it will be recorded on the Medicine Register Book, providing details of date, name of medication, dosage and time it was administered. Parents will resign the Medicine Register when they pick up the medication.
- Staff of Conductive Education Waikato Trust will be responsible for checking expiry dates of medication regularly and before administering.
- Staff of Conductive Education Waikato Trust will be responsible for carrying and safe keeping of medications, in a separate secure bag, to swimming and other planned excursions, and for returning to secure Emergency Medication Box upon return.

*Reference: Education (Early Childhood Services) Regulations 2008. Regulation. Criteria HS28 Blood and Body fluids*

### **Body Fluids - procedures**

- If a child requires washing due to sickness or being soiled, this will occur in the large sluice sink located in the children's bathroom.
- This will be recorded on the accident/incidence form and/or toileting chart, and signed by the parent/caregiver on pick up.
- **Gloves are provided and MUST be worn at all times by staff members when dealing with blood or other body fluids.**
- When blood and other body fluids infect the premises, they shall be wiped up immediately with a disposable cloth (Blue Chux Cloth or Paper Towel) which will then be discarded into a waste bin.
- The area shall be disinfected with isopropyl alcohol or a bleach solution (1 part bleach to 10 parts water) and left for 10 to 15 minutes prior to drying the area.
- Any children's clothing that has been dirtied will be rinsed if necessary, placed in a plastic bag and sent home for laundering.

### **First Aid Kit - procedures for use**

- The First Aid Kit will be stocked according to appendix 1 for PF28 in the Licensing Criteria for Early Childhood Centres.
- The First Aid Kit is kept on the shelf above the washdown sink, marked with an 'First Aid' in the children's bathroom above the children's hand wash area.
- The Centre Manager and Administrator are responsible for restocking the First Aid Box and First Aid Kit in the excursions bag.
- The Excursions Bag will be taken on all EOTC visits (containing First Aid Kit, Nappy Change items, Contact List, Emergency Medication).
- The Fire Bag will be taken as part of all Evacuation Drills
- The Civil Defence Bag and bucket will be maintained in the event of a disaster.
- Every term the First Aid Kit is reviewed and stock replaced if missing.

Reference: Licensing criteria PF28

### **Sun Safety procedures**

- Before going outside to play, , including when on excursions from the centre, or Education Support Work, all children and staff will take necessary precautions to protect from the sun – wearing hats and applying sunblock. This is mandatory in Terms 1 and 4, and at the discretion of the ECE teacher during terms 2 and 3.
- Sunblock will be available within the centre at all times and will be taken on all outdoor excursions.
- Sunblock cream will be administered in a group environment, where at least two staff are present.
- Children will be encouraged to bring their own sunhat.
- Hats to be worn at all times when outside in terms 1 & 4 and sunblock will be applied. One staff member will be responsible for distributing the sunblock to ensure all children and staff receive some.
- Additional shade umbrella will be placed up in the outside playground in terms 1 & 4.

Reference: *The Cancer Society of New Zealand have information sheets that may help you prepare this procedure.* [http://www.minedu.govt.nz/web/downloadable/dl3567\\_v1/dops.pdf](http://www.minedu.govt.nz/web/downloadable/dl3567_v1/dops.pdf)

### **Supervision of children procedures**

- All children will be supervised while attending the ECE service. Two adults will be present wherever the children are e.g. inside/outside.
- A designated "person responsible" (Early Childhood Teacher(s)) will be present during each session.
- Children will be assisted in the programme by CEWT staff or their parent/caregiver/family/whanau.

Reference: *Education (Early Childhood Services) Regulations 2008, Regulation. 45, Criteria PF2, Reg. 46 Criteria HS9 and Schedule 2*

### **Supervision of children - sleeping procedures**

- If a child is tired, unwell, has had a seizure and falls asleep they will be placed down on the couch or a stretcher - bed to rest.

### **Monitoring of Sleeping Children**

- A staff member will be present while the child is sleeping.
- All children will be monitored at 5-10 minute intervals to check for warmth /temperature, breathing and general wellbeing and the Monitoring of Sleeping Children Notebook will be completed and signed.
- No child will have access to food or liquid while in bed.

### **Excursion procedures**

- Refer Education Outside the Classroom Policy and Form

**Reference:** *Education (Early Childhood Services) Regulation 46, Criteria HS 17 and HS18*  
*Refer Policy Education Outside the Classroom, Safe Driver Policy, Transporting Children Policy*

### **Hand washing procedures**

All adults present in the centre must wash their hands/use hand wash or sanitiser – following the health guidelines procedure

- before handling food
- before eating
- when returning from outdoors
- before/after toileting/potty training
- before/after nappy changing
- after using handkerchief or tissue
- after contact with animals
- after sand or water play
- before and after contact with wounds or administering first aid
- after touching surfaces or objects soiled with body fluids
- after removing gloves used for cleaning, first aid etc.
- at commencement and completion of each session (staff)

All children present in the centre will be assisted to wash their hands/use a wet wipe or cloth/use hand sanitiser –

- before eating
  - when returning from outdoors
  - after toileting/potty training
  - after using handkerchief or tissue
  - after contact with animals
  - after sand or water play or any other type of messy play
- Children will be assisted to wash their hands to ensure adequate hand washing occurs.
  - Hand washing will occur either at the basins or at the table using wet wipes or sanitiser.

*Reference: Education (Early Childhood Services) Regulations 2008, Regulation, 45, Criteria PF18 – PF21. Step 2 – Establishing an ECE Service, Centre design guide – Bathrooms.*

### **Nappy changing procedures**

- Supervision of toileting area to protect staff and children is paramount. Two people to be present in the toileting area when a child is being toileted/changed.
- Children wearing/using nappies or underpants will be changed in the bathroom.
- Disposable gloves are provided and must be used at all times.
- Each child will have a towel placed on change mat beneath them when being changed. The towel will be placed to soak if soiled, or folded and stored in named slot, reused only for that child, and put into wash at the end of the week.
- The changing table is to be cleaned with a 1:10 bleach solution or disinfectant or isopropyl alcohol after every change.
- Only the child's parents/caregivers or staff are to change clothing/nappies.
- When wetting or soiling occurs in other areas, the affected area or equipment is to be wiped up immediately with a disposable cloth and then discarded. The area is to be disinfected with a bleach solution (1 part bleach to 10 parts water) or isopropyl alcohol and left for 10 – 15 minutes prior to drying the area.
- Any cloths used to clean-up must be soaked in bleach/disinfectant solution for a minimum of 5 hours prior to washing.
- Toilet and nappy changing charts will be completed at the time by staff, and records returned to administrator for filing in the office

*Reference: Education (Early Childhood Services) Regulations 2008, Regulation 45, Criteria PF25 and Reg. 46, Criteria HS3. Step 2 – Establishing an ECE Service, Centre design guide – Bathrooms*

### **Cleaning procedures**

- The indoor environment will be cleaned every day that the children have attended by the Cleaner. The Cleaner will remove all rubbish during daily clean.
- A safety check of the indoor/outdoor environments will be completed by staff prior to children using the area.
- During sessions if any toys are put in a child's mouth they will be put aside into buckets provided for each class, and cleaned (Machine washed or Dishwasher), or wiped with disinfecting solution
- The change table will be wiped down with a bleach solution (1:10) or isopropyl alcohol after every repeated nappy change.
- Any centre clothes or towels which are soiled with bodily fluids will be soaked in a bleach solution overnight prior to washing.
- At the end of each term all of the toys/equipment are to be wiped down with a bleach solution or disinfectant or isopropyl alcohol.
- At the end of each year the furniture is to be wiped down with a bleach solution (1:10) or isopropyl alcohol.
- The carpets will be shampoo cleaned at least once per year.
- All adults, whanau, siblings are to remove street shoes before walking on carpeted areas.
- Children are allowed to wear orthotic footwear/street shoes inside on lino area. If their shoes are dirty, they will be wiped down.

*Reference: Education (Early Childhood Services) Regulations 2008. Regulation. 46, Criteria HS1.*

### **Hygienic Laundering**

- **Dirty linen will be stored in the appropriate wash basket in washdown sink until it is laundered.**
- All washes will be hot then dried in the dryer or on the clothes horse.
- Kitchen cloths/ tea towels will be collected and washed separately to the other washing.
- Any centre clothes, cloths or towels which are soiled with bodily fluids will be soaked in the bleach bucket in a bleach/disinfectant solution overnight prior to washing – bleach/water solution of 1:10.
- Any children's clothing that has been dirtied will be placed in a plastic bag and sent home for laundering.

*Reference: Education (Early Childhood Services) Regulations 2008. Criteria HS2.*

### Smoke/Vape-free procedures

- NO SMOKING or vaping at any time inside the building or on the grounds.
- Signs will be placed around the centre promoting a smoke-free environment.
- This policy applies at all times to everyone using or entering the Centre.

Reference: *Smoke Free Environments Act 1990*.

### Alcohol and mind altering substances free procedures

- No person will be on the premises during licensing hours while under the influence of alcohol or mind altering substances.
- Any person who arrives at the centre under the influence shall be excluded from the centre.
- No child will leave the centre with a person who is suspected to be under the influence of alcohol or mind altering substances.
- In the event that a person under the influence does not willingly leave the centre on request, the police shall be called.

### Animal care procedures

- Refer Animals in the Centre Policy

### Emergency procedures

- We will at all times strive to maintain a safe environment, which will minimise the chances of injury to children and workers in the event of an emergency.
- The Service Provider Contact has the authority to close the centre when he/she deems it necessary. Note: The Service Provider Contact may delegate this responsibility to the Early Intervention Teacher. Parents will be advised of the closure as soon as possible by telephone and/or through local radio stations.
- All teaching staff and non-teaching staff are to be familiar with the emergency procedures.
- Evacuation procedures will be followed if a chemical spill occurs in the centre (refer to fire/earthquake drill procedures).
- Conductive Education Waikato Trust has appointed the Manager and Early Intervention Teacher/ECE Teacher Responsible to prepare and be responsible for a Civil Defence Kit and in the case of evacuation, either of the above will be responsible for ensuring that the following items are taken:
  - o A centre Register of Attendance and Visitor log, which is on the Tablet on front counter, Civil Defence Kit (that contains food, spare clothing, torch, radio, batteries, first aid kit, contact phone numbers, health plans, can opener, wet wipes, nappies, rubber glove, cups, plastic bags)
  - o Water supply
  - o Cell phone
- Displayed in the office, in the Civil Defence Kit, is a list noting staff skills, names and phone numbers including those of:
  - o Civil Defence
  - o Doctor
  - o Hospital
  - o The name and location of our nearest Civil Defence (CD) Sector Post is Woodstock (Primary) School.

### Fire

If the fire is in Woodstock School:

- The Fire Alarm will sound a continuous ring

If you discover a fire:

- Raise the alarm immediately by operating the nearest fire alarm.
- Ensure Fire Service is called using 111. This may be done using telephone in neighbouring premises, a cell phone outside or, if safe to do so, from within the building calling 111.  
**Clearly state the Name and Address of the building and nature of the emergency (fire, bells ringing etc).**

Evacuation Actions:

- **You are responsible for the child/children that you are working with** and must leave the building with the child through the NEAREST safe exit route. Move quickly but DO NOT RUN
- Leave lights on.
- Report to the Assembly Area (area in front of building under trees)
- The Fire Warden (Manager/Admin/EI Teacher) will check the building to ensure all staff, visitors and children are clear, closing doors behind them.
- Stay outside the building until the "all-clear" is given.
- A staff member is to immediately undertake a roll call.
- The Fire Warden reports to Woodstock School *Deputy Principal in charge of emergency drills* by text to advise all clear and accounted for.
- Under no circumstances should any person return for personal belongings, records or equipment.
- **REMEMBER - MOVE QUICKLY AND QUIETLY - DON'T RUN.**
- In the event of a fire, parents/caregivers will be contacted. The pupil collection point shall be Classroom 2 or in the case where the building is unable to be accessed, from the assembly point.

## **Guidelines for Fire Drills (to be completed once each term)**

### **Procedure:**

*RING BELL and call out 'fire'.*

*Indicate to the adults and children present where the pretend fire is.*

*Evacuate building using exit furthest from the fire.*

*Staff to collect safety items on the way out (Fire Bag, Visitors Book, Daily Roll Sign in with parent contact details and mobile phone from Office).*

*Fire Warden (Manager/Admin/EI Teacher) to check building to ensure all staff, visitors and children are clear, closing doors behind them.*

*Assemble on the pathway on Anson Avenue side of the building.*

*Call Roll using that day's Attendance Register and Visitor's log in Discover.*

*Warden report to Woodstock School Deputy Principal in charge of emergency drills by text to advise all clear and accounted for.*

*Complete entries on Fire and Earthquake Drills Log.*

### **Earthquake Procedure**

- Remain inside DO NOT rush out of doors
- Children and adults to curl up like turtles – adults to protect the children with their bodies.
- Keep away from glass windows
- There may be aftershocks so remain in a sheltered position until advised to move by teaching staff
- If it is not safe to remain indoors the staff, parents and children are to immediately vacate the premises through the safest exit and assemble in the car park in front of the building. Personal safety is paramount.
- Remember – move quickly and quietly – DO NOT RUN
- Staff to try and contact parents via text. At least two staff members will remain with children until the last child is picked up.

An Earthquake Drill will be completed at least once per year to ensure staff and children are familiar with the procedure. Drills will be recorded alongside fire drills in Emergency Log of Drills.

*Reference: Education (Early Childhood Services) Regulations 2008, Regulation 46, Criteria HS4 – HS8 The Fire Safety and Evacuation of Buildings Regulations 2006. The Fire Service Act 1975.*

### **Lock Down Procedure**

In the event of danger in the grounds, a Lock Down alarm will sound – **sustained short blips**. In the event that the danger is immediate to our Centre, follow lock down procedure.

- On sound of alarm, Manager or Person Responsible will ensure all children, staff and visitors return inside and all doors are locked – remember that the *Kitchen Staffroom door must be locked from outside*.
- Staff and children will walk quietly to Classroom 2 and sit quietly until all clear.
- Pull down blinds and stay away from windows and doors.
- Turn off lights and computer screens, close internal doors.
- Manager or Person Responsible will take Tablet from front counter to mark roll via Student Management System, as well as the CEWT mobile phone. In addition, they will advise parents who may be due to arrive, to remain off site until clear.
- Manager or Person Responsible will email to Woodstock School Office to advise safe and secure frontoffice@[woodstock.school.nz](mailto:frontoffice@woodstock.school.nz)

A Lock Down Drill will be completed at least once per year, and may be in conjunction with the School drill. Drill will be recorded alongside fire drills in Emergency Log of Drills.

### **Bomb or Other Threat via Phone Procedure**

If any staff member receives a threatening phone call, follow the laminated 'Prompt Sheet' provided in the main Office, above Admin Desk.

- Try to elicit as much information about the call and the caller through use of the Prompt Sheet as you can before they hang up – try to keep them on the line.
- Remain calm
- Signal for another staff member to support if possible; phone may be put on 'speaker'
- If significantly threatening, another staff member may attempt to phone the Police whilst caller is still on the line using mobile phone.
- DO NOT verbally abuse or threaten the caller – despite whatever they relay to you
- Immediately after the call has ended, the Manager or Person Responsible should summarise the call content and report to Police.
- Action will be taken according to Police instructions.
- Staff will be supported, the situation reviewed and if required, Counselling offered.

### **Occupational Health and Safety and Hazard Management procedures**

- A Hazards Identification Register will be displayed in the foyer which will outline potential hazards within the premises.
- As new hazards are identified, they will be added to the Hazards Identification Register and staff will be made aware immediately.

- The outside play area will be checked daily to ensure that there are no poisonous plants or other hazards, e.g. glass, animal faeces, prior to children playing in the area.
- The inside area will be checked daily to ensure that there are no hazards prior to children playing in the area.
- The Hazards Identification Register will be reviewed in Terms 1 and 3 each year.
- Conductive Education Waikato Trust will ensure that there is always at least one staff member who has undertaken a Health and Safety training course on staff.
- At the time of employment, all staff will be provided with Health & Safety Information as part of staff induction, and will sign that this has been explained and all potential hazards and reporting are understood.
- As new hazards are identified, all workers will be made aware and this will be added to Management Meeting Minutes noting staff attendance.
- All workers will abide by all Conductive Education Waikato Trust policies regarding Health and Safety.
- Workers will immediately report any unsafe work conditions or equipment to the Health and Safety Officer or Centre Manager.
- All workers will view the Hazards Register on their first visit to the centre and will complete a Worker Health and Safety Checklist.
- Any other PCBU who work on the premises (Contractors) will have their own adequate health and safety systems and will be aware of the hazards their staff will encounter.
- Other PCBU will advise and control any hazards associated with their activities before engaging in work activities.
- Staff using the School Vehicle will complete a Designated Driver Agreement before use, and update management in regard to any accidents or infringement notices against their driving record.
- Where a private vehicle is used as part of work duties, the vehicle will be road worthy, warranted, registered and securely loaded. The employee driving the vehicle must hold a current driver's licence which covers the class of vehicle being driven and be aware of any hazards associated with the vehicle.

*Reference: Education (Early Childhood Services) Regulations 2008 46, Criteria HS12. Health and Safety at Work Act 2015.*

### **Safe Lifting**

- Ongoing in-centre training on lifting techniques will be undertaken and all staff to sign off manual handling procedures as understood as part of the induction process.
- All Staff to observe safe lifting techniques of all other staff, parents/caregivers and other persons working with the children and constructively support and provide information.
- Ongoing information on safe Lifting to be included in the Meeting Minutes to all staff, Newsletters to parents/caregivers and other persons working with the children reminding of safe lifting practices.
- Safe Lifting practice information to be included in Conductive Education Waikato Trust Staff Induction Packs, and displayed in office area to reinforce safe practice.

### **Working and Visiting in the Home**

- refer Home Visiting Policy

### **Food preparation and consumption procedures**

- Conductive Education Waikato Trust does not provide meals for children attending.
- As part of the education programme, baking and experiencing different foods may occur. If baking is undertaken details of the ingredients provided will be kept for a 3 month period on the Daily Hazard Checklist for that day.
- As many children attending may have feeding difficulties, eating and swallowing difficulties, suggestions for good nutrition will be discussed during the CEP process or with SLT.
- Children will bring their own snacks/lunch from home. This food will not be modified (ie cut, peeled etc) by staff and if staff are concerned about a child's ability to eat the food safely, they will discuss this with parents/caregivers/family/whanau.
- Parents will be encouraged to provide healthy food and drink options.
- Parents will be discouraged from providing food that may pose a risk of choking i.e nuts, grapes, apple, popcorn.
- Children will sit together in a group situation during eating/kai time.
- Children and staff will follow hygiene requirements (refer to hand washing procedure).
- Children will be closely supervised by an adult during eating/kai time.
- Children who do not bring a drink from home will be supplied with water at the centre.
- Children under 6 months of age will be held while being fed/given a bottle.
- A list of any allergies children may have will be displayed in the classroom.
- Speech & Language Therapist may contribute to feeding support
- Ongoing education will be provided to parents/caregivers/whanau in regard to healthy choices and ECE food safety guidelines

*Reference: Education (Early Childhood Services) Regulations 2008, Reg. 46, Criteria HS19 – HS23.*

### **Supervision of Children whilst Eating**



Children will be seated whilst eating and supervised by a minimum of two persons (plus additional staffing observing centre ratio staff: children) whose focus will be on the children.

The criterion aims to minimise risk of choking on food and to ensure that in the event of an adverse reaction, appropriate action is taken.

Parents will be encouraged to provide food appropriate to the age and developmental stage of the child. Children will be encouraged to take small bites and chew well.

Staff will carry out appropriate first aid procedure in the event of choking.

**Reference:** *Education (Early Childhood Services) Regulations 2008, Reg. 46, Criteria HS22*

### **Supervision of Children in the Playground**

- The playground will be checked each week as part of the recorded centre Health & Safety Checklist, to ensure equipment is sound, there are no risks of entrapment or strangulation in regard to playground equipment, all surfaces are safe including garden area (from poisonous weeds), animal droppings or foreign objects. A visual check will also be completed by staff prior to use and any maintenance noted in the 'Hazard & Maintenance' Folder.
- Children will be supervised as per centre child:staff ECE ratio when in the playground.
- A minimum of two staff will be supervising outside play at all times.
- During summer months, surfaces, including matting, metal rails and slides, will be monitored for heat absorption to avoid burns.

### **Poisonous Plants procedure**

The outdoor area will be checked as part of the regular weekly building check for poisonous plants.

Advice from a qualified plants person will be sought prior to any planting being undertaken at the centre.

Any seedlings which may come up in the outside area will be checked to ensure that they are non-poisonous. This may require advice from a qualified plants person.

**If the child is displaying serious symptoms of poisoning, treat as an emergency and dial 111 for an ambulance.**

**Warning: If you suspect a child has ingested parts of a poisonous plant, immediately contact the National Poisons Information Centre Urgent 24 Hour Phonenumber 0800 POISON (0800-764 766).**

### **List of Emergency Services**

There is a list of services that may be contacted in the event of an emergency. It is located in the main Office above Admin Desk.

### **Pests and Vermin Procedure**

- In the event of a pest infestation a Pest Controller shall be engaged.
- The Contractor will ensure that all products used are approved for public health use by the Pesticides Board.
- Chemicals shall be applied in accordance with manufacturer's guidelines.
- The Contractor will provide Conductive Education Waikato Trust with material safety data sheets which will be kept by the centre in the First Aid Box to ensure easy access should a child accidentally ingest poisons.
- No poison will be applied to the centre during operational hours.
- Children will not have access to poisons
- Where fly spray is used, it will be a spray which contains the active ingredient of Pyrethrum. Spraying will only be undertaken in the absence of children.
- Dead flies and other insects will be removed prior to children entering the building.

### **Security Procedures**

- All visitors and contractors must report to a Staff member and login using Discover and acknowledge other appropriate paperwork (Health and Safety).
- All parents must sign their child in and out on the electronic daily attendance register when arriving or departing.
- If there is a Custody Order in place for a child, the parent/carer must provide a copy for staff advising of parental rights. This indicates who cannot pick up a child,
- All portable equipment used is to be stored away at the end of the day (inside or outside use), including mobile phones, ipads to office, toys.
- Any equipment removed from the property by families is to be signed out by a staff member in the Loan Equipment Book (office wall)
- A register will be kept of who has keys, alarm codes and assets.
- All individuals on site must take responsibility for their own personal belongings while at the centre or participating in any external activities. Any loss or interference with your property should be reported immediately to the Centre Manager who will record details of the incident and take appropriate action after consultation with you. Any such incidents will be investigated and dealt with confidentiality and in accordance with all legal requirements.
- Conductive Education Waikato Trust, Management and staff recognize that actual or alleged instances of theft or fraud can affect the rights and reputation of the person or persons

implicated. All matters related to the incident shall remain strictly confidential with all written information kept secure.

- Conductive Education Waikato Trust affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Refer *Theft and Fraud Prevention Policy*. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.

### **Complaints Policy and Procedure**

Should a complaint arise from any of these procedures, please refer in the first instance to the Centre Manager. If you wish to proceed further with a complaint, please read our Complaints Policy displayed in the foyer.

REVIEWED: July 2024

REVIEW DATE CYCLE: July 2027

Centre Manager : \_\_\_\_\_