

 Rotorua Childcare Centre Inc	Policy
	Policy Category: Health and Safety
	Date: 14 April 2025
	Policy Name: Health & Safety Framework Policy

The purpose of this operational policy is to keep children and adults safe by meeting the health and safety requirements of the Ministry of Education's Licensing Criteria for childcare centres; and relevant health and safety law requirements.

Position Statement

Our Centre provides a safe environment for children, teachers and visitors. We achieve this by ensuring all practicable steps are taken to prevent accidents and incidents; but where these occur, by taking all practicable steps to understand why it occurred and to learn from this to prevent it from happening again. This policy provides an overview of how we manage health and safety at our centre.

Issue Outline

Both children and adults have accidents, even in safe environments. Children can also get sick quite suddenly or can be unwell on arrival at the centre. Our job is to maintain the wellbeing of our children by creating a safe and healthy environment and acting urgently and effectively to ensure health and well-being of all children.

Detail

Goals

This policy:

- shows the commitment of centre management and workers to health and safety.
- aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our centre operations.
- aims to ensure all work activities are done safely.

Responsibilities

Management is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health

Workers are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety

We expect visitors and contractors to:

- all visitors must sign into the visitor's book or online visitor book
- be familiar with the health and safety policies of our centre
- report any hazards, incidents or accidents they see to management.

General:

- All our management and teachers share the responsibility for ensuring we offer a safe and healthy environment for all
- We have a first aid kit equipped to the standard set by the Ministry of Education and kept fully equipped
- We have an area where we can isolate sick children
- All teachers have current first aid training.

Health and Safety Framework

The following framework outlines the range of centre health and safety policies required to comply under the Ministry of Education's Early Childhood Education centre's licensing criteria HS1 to HS33. It also includes Premises and Facilities licensing criteria PF3-PF31.

Centre Health & Safety Framework Policy	
Prevention (What we do to avoid something happening)	Response (What we do when something happens)
HS2 Laundry Policy HS3 Nappy Changing Policy HS4 Fire and Emergency Evacuation Policy HS7 Emergency Evacuation Plan HS8 Emergency Drill Record HS9 Sleep Monitoring Policy HS12 Hazard and Risk Identification and Management System and Hazard Register HS17 Outings and Excursions Policy HS18 Motor Vehicle Transport Policy HS19 Food Policy HS25 Accident and Illness Policy HS26 Infectious Diseases Policy HS28 Medicines Policy; Medicine Register HS29 Medicine Administration Training Record HS31 Child Protection Policy; Staff Safety Checking	HS25 & HS27: Incident, illness and Accident Record; Incident Investigation form HS31 Child Protection Policy

Health and Safety System at our Centre

We have less than 20 teachers/staff at our centre and so do not have an elected Health and Safety Representative.

All teachers are given an introduction to our health and safety system as part of their induction to our centre.

Health and Safety is a permanent agenda item at all team meetings. At that time we will review all health and safety incidents and trends.

Where necessary, we will update and review our Hazard and Risk Register.

We regularly review the actions identified in our Hazard and Risk Register to remove, isolate or minimise the effects of any risk listed, to ensure the action remains appropriate.

We also report a summary of all health and safety activities to our Board so that they are informed.

Relevant Background (including legislation/regulation references)

Health and Safety at Work Act 2015 and associated regulations.

Education (Early Childhood Services) Regulations 2008.

Ministry of Education Licensing Criteria for Education and Care Services.

Impacts of Policy on Teachers, Parents, Children

Following this policy will ensure that the centre environment is safe; that parents and appropriate authorities are kept informed of accidents and illnesses where appropriate; and that appropriate records are kept to meet licensing and other legislative requirements.

Alignment with the Centre Philosophy

This policy ensures a framework is in place that supports a safe environment, a crucial part of creating and maintaining the well-being of children in our care and other adults.

Implications and/or Risks

Following this policy significantly enhances the opportunity for this centre to comply with legislative and licensing obligations, gaining trust with parents because of illness or accident prevention activities and management practices and maintaining public credibility.

Implementation

Relevant health and safety policies and practices are developed within this framework.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised:	
Date:	14 April 2025
Review Date:	April 2026
Consultation Undertaken:	Emailed Board, Teachers via staff room notice board and parents via foyer notice board and storypark.

