



## Melrose Rural Care

# Single Staff Safety Guidelines

### **Philosophy**

"We aim to provide high quality care and education through a partnership between parents, children, community, staff and the Department of Education and Children's Services."

With the belief that:

- ❖ Children develop individually through stages, in their own learning style varying through cultural and family values and perception of these may vary.
- ❖ Healthy self esteem is the basis of positive physical, intellectual and social growth.
- ❖ We believe children need to express themselves in a safe environment.
- ❖ Children learn most effectively through hands on experience, through play.
- ❖ We value involvement of families and community and we encourage open communication.
- ❖ Our planning and evaluation is inclusive to children with additional needs.
- ❖ Our aims of planning and daily activities reflect our philosophy and are made available to families.

### **Children need**

- *A safe environment*
- *Awareness of the emergency procedures*

### **Parent need**

- *Assurance that their child is cared for in a safe environment*
- *Information about the emergency procedures at the service*

### **Staff need**

- *Clearly defined safety and emergency procedures*
- *Confidence that they can contact back up adult support as/if required.*

### **Management need**

- *Confidence that the service is operating in a safe environment with well defined safety procedures in place.*

## **POLICY STATEMENT**

***The centre aims to provide a care service to the local community in a safe and supported partnership with the local community.***

### **Legislation OHS&W Regulations, 1995**

*If an emergency or natural disaster occurs at the service, children and staff must be well practised in the procedures required to ensure the safety and wellbeing of everyone present, as far as possible.*

### **Emergency Procedures**

*Note: Children's Services Centres will develop and implement site-specific procedures in consultation with the Centre Director and with reference to the Emergency Action Guide and the departmental OHS&W Manual. The care program must be reflected within these plans.*

## **HOW POLICY WILL BE IMPLEMENTED**

### **Single Staff Operation**

- *Whenever the service is operating with one staff person, a mobile or cordless phone will be available for use by the staff person and children. The mobile or cordless phone and any other telephone used by the service will be pre-programmed with emergency numbers*

identified clearly on the phone so that the children can call for assistance should the staff person be incapable of seeking assistance.

- The staff and children will practise emergency procedures, including using the emergency phone numbers, at least once a month and when most of the children are present.
- An adult (parent, committee member or member of the relief staff) will be nominated to respond immediately when called in an emergency.
- In a medical, fire or security emergency, the staff member will follow the service's emergency procedures and immediately contact the nominated adult.
- The name and phone number of the nominated adults will be clearly displayed at the service and pre-programmed and clearly displayed on the mobile phone and other phones used by the service.
- All those on the relief staff list will have current basic first aid training or will do the training within a specified time.

### **STAFF RESPONSIBILITIES – Regarding supervision of children**

**As the Rural Care program is single staffed for a large part of every day it is the responsibility of the staff member on duty to supervise children in their care.**

**Children are to be supervised at all times:**

- **The gate areas facilitate this supervision as the children cannot move to the outdoor area without staff.**
- **Kitchen and Art/Craft access gates are to be closed at all times unless direct adult supervision is in place.**
- **This vital safety consideration is to be put into place by staff, using commonsense when changing nappies and doing hygiene and toilet routines.**
- **By simple procedures like communicating with children about staff location in the building, inviting children to walk to sleep room when checking sleeping children and the movement of staff in and outdoors as a whole group.**
- **Under no circumstances are children to play unsupervised outdoors. All levels of supervision are dependant on the child's age. Eg. A baby needs closer supervision than a 4 year old.**

### **RAPID RESPONSE**

On call emergency monitoring service activated through the pendant or the machine.

The call goes through to Vital Call. The security firm will make a call, to the centre to check if staff are able to answer the telephone. If the telephone is not answered they will contact the following people in order:

1. Preschool Director
2. Principal
3. Emergency Services (as appropriate)

**Instructions for Rapid Response is located on the staff room information board. The cancel button is on the key pad of the unit, found in the staff room. When the centre is staffed singularly the present staff member must wear the pendant at all times. The pendant is stored next to the Vital Call Information on the staff information board.**

*Director*

*Rural Care*

*Ratified: 2 / Aug /2008*

*Referenced Rural Care DECS Handbook, Vital Call Rapid Response.*

*To be reviewed 2010 unless other information according to policy becomes available.*

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