



HEALTHY ENVIRONMENT POLICY

Last Reviewed: Aug 2020 Last Updated: Aug 2020
References: PF1, PF4, PF5, PF11, HS8, HS9, HS10, HS11,
HS13, HS16, HS18, HS20, HS23, HS24, HS25, HS27, HS30,
HS31, C9

Rationale

To ensure tamariki have access to a range of experiences both indoors and outdoors that is safe for their age and ability and demonstrate how potential risks posed by their environment will be minimised and managed.

Procedure

Programme Co ordinator's (PC's) will check homes used for care against prescribed criteria at the time of enrolment as well as on a 3 monthly basis as part of our regular home and safety checks.

Any home used for care must offer both indoor and outdoor areas for rest and play that are safe and both age and ability appropriate. If infants or young tamariki are in care, they too should have both indoor and outdoor spaces that are safe and protected from older tamariki and allow for a range of activities including lie, roll, crawl, pull themselves up and learn to walk.

There should be areas and equipment provided for quiet time and physical play and these areas and equipment should support both group and individual experiences appropriate to the ages and number of tamariki in care.

Tamariki access to outdoor spaces should be easily accessible and available and at all times fully enclosed by fences and structures. Fences that may be easy for tamariki to climb should be covered in small diameter mesh material. Outdoor surfaces should be well drained and suitably surfaced for a variety of activities.

A facility such as a bath or shower must be easily accessible and available to wash any child when they are soiled or pose a health risk to themselves or others around them.

All practical steps are taken to ensure that tamariki do not come into contact with any person (adult or child) in the home that is suffering from any disease or condition likely to be passed on to tamariki and likely to have a detrimental effect on them. If a parent becomes unwell and returns to the home where care takes place they will need to be isolated away from any tamariki in care. The parent's bedroom or similar is an acceptable area for isolation. If a child becomes unwell during care and is likely to spread the illness then they should be kept isolated from other tamariki while ensuring active supervision is still able to be undertaken. If the home used for care is NOT the child's home (kaiako home) and other tamariki are present in care, then the unwell child must be collected from care and not return until they are well again.

In the event that a child becomes seriously ill or is seriously injured during care all practical steps must be taken to get immediate medical assistance for the child with a parent being notified of what has happened as soon as possible. A report of the serious injury, illness or incident must be completed in the Child Portfolio and your PC must be notified as soon as possible. The report will be assessed and specified agencies such as the Ministry of Education, NZ Police, Oranga Tamariki or others may be notified of the event.

Kaiako must thoroughly undertake the Daily Hazard Identification Checklist on a daily basis and record and minimize hazards accordingly.

It has recently become clear that Covid-19 will continue be a part of our daily life for sometime. Playschool Education will manage this disease following the guidelines prescribed by the NZ Government, the Ministry of Education and the Ministry of Health. Updates and information on current alert levels and how we are managing Covid-19 are available on our website and are updated on a regular basis. Covid-19 is considered a communicable disease and is notifiable to Playschool Education and the Ministry of Education.

A smoke-free home will be observed at all times by kaiako and any visitors when a child is in care. This includes both the kaiako and child's home, indoors, outdoors and any car used for transporting tamariki.

If any smoking takes place onsite during the hours when care does not take place that person along with the kaiako must ensure all smoking equipment including ashtrays, lighters and cigarette butts are stored or disposed of in a manner that they are not visible to any child.

A smoke free environment will be observed on all Playschool trips and outings by everyone in attendance including parents.

ALL staff including PC's and kaiako must not use, or be under the influence of alcohol or any other substance that has a detrimental effect on their functioning or behavior while responsible for children attending the service. In addition to this kaiako must take all practical steps to ensure that the children in their care do not come into contact with any person on the premise, where care takes place, who is under the influence of alcohol or any other substance that has a detrimental effect on their functioning or behaviour.

Playschool operates an open door policy and therefore enforces a smoke free environment both in and around the Playschool offices and company cars. Staff employed directly by Playschool will remain smoke free at all times during employment hours.

Parents are to supply the kaiako with sunscreen for their tamariki and replace as required. They must apply sunscreen to tamariki at the beginning of the day.

Kaiako are to re-apply sunscreen throughout the day as needed to any tamariki in care, ensure hats are worn outdoors and ensure drinking water is accessible outdoors at all times. Kaiako should role model the use of sunscreen and hats outside.

Kaiako must ensure that food is served at appropriate times to meet the nutritional needs for each child during care. Where food is provided by the kaiako it is of sufficient variety, quantity and quality to meet each child's needs. Where food is provided by parents Playschool encourages and promotes healthy eating guidelines.

Any infant milk food given to an infant under the age of 12 months must be a type that is pre approved by the parent. i.e. an infant consuming formula must not be given cows milk unless it has been pre approved by the parent.

No medicine (prescription and non prescription) must be given to any child by the kaiako unless it is;

- listed in the category 1 Medication Register of the Child Enrolment form
- pre-approved on a daily basis by the parent and recorded in the Medication Register in the Child Journal
- recorded in the child's Regular Ongoing Medication Log with appropriate administration training given

Medication may be also be administered at any time by the child's parent or by a doctor or ambulance personnal in an emergency.

All medicines must be stored safely and appropriately and are disposed of or sent home with a parent (if supplied in relation to a specific child) after the specified time.

The use of any essential oils administered to tamariki topically, must be recorded in the Category 1 Medication Register of the Child Enrolment form. The use of any airborne essential oils not supplied by the parent must be discussed with the parent first before use. This includes but not limited to, heat and aerolsol dispersed essential oils, but does not include store formulated commercial cleaning or fragrance products containing low levels of essential oils.

An ample supply of water that is fit to drink must be available to tamariki at all times with older tamariki being able to access this water independently.

During the sign up process, Playschool will record the details of any pets present. For care in the kaiako's home, the kaiako must disclose to prospective parents any pets they care for or have onsite at the time of enrolment and must disclose any newly acquired pets after enrolment.

For care in the child's own home, parents must disclose to prospective kaiako any pets they care for or have onsite at the time of enrolment and must disclose any newly acquired pets after enrolment.

There must be a separate area apart from any area used by the tamariki (including the outdoor activity area) that pets can safely be contained in as required.

For dogs please consider if they need access to an outdoor area during care hours. If they do then this area must be separated from the tamariki outdoor activity area. This may be on a lead or similar. Any pet observed to be displaying antisocial or dangerous behaviour must not be accessible by tamariki during care hours.

All pets must be maintained in a clean and healthy condition, and in such a way that tamariki will not be in danger of injury or infection. Attending tamariki must wash their hands after handling any pets and kaiako will encourage tamariki to, and role model how, to treat pets with respect.

Pets should be deterred from being in areas used for the purpose of food preparation and eating. Animals (such as cats) prone to jumping onto areas used for the purpose of food preparation and eating should have access to these areas restricted during any care hours. Consideration should be given to their ability to access toilet facilities as required.

Pet waste accessible by tamariki must be collected daily in accordance with the Hazard Identification Management Plan. Care is taken in consideration to the location of and accessibility to pet equipment including toys, food, water and sleeping material.

Due to the well documented dangers of movement restricting toys these must not be used during any care hours tamariki are enrolled with Playschool Education. These include exersaucers, baby walkers and jolly jumpers or similar.

During any hours of care, special care is taken with the access to and use of hazardous and dangerous toys including but not limited to trampolines and wheeled toys such as scooters, trikes and bikes.

Trampolines must meet the current New Zealand Voluntary Trampoline Safety Standards 1997 as a minimum. It is recommended that trampolines in addition to this meet the Australian Trampoline Standards AS4989. Trampolines must have safety nets and spring mats in good condition or be spring free. They must be used on a flat soft surface such as grass, bark or matting. Trampolines must not be placed on concrete.

Direct supervision must be provided at all times by the kaiako. Only 1 child on the trampoline at any time. Other tamariki must wait at a safe distance from the trampoline while it is in use. Consideration must be given to each child's individual ability and trampolines must only be used once the child demonstrates the appropriate gross motor skills ability for the activities undertaken on the trampoline.

Safety helmets must be worn at all times when wheeled toys are used. Use of additional safety pads such as wrist, knee and elbow guards are highly recommended and should be supplied by parents for use when required.

Direct supervision must be provided at all times by the kaiako. Only 1 child on the wheeled toys at any time. Other tamariki must wait at a safe distance from the wheeled toy in use. Consideration must be given to each child's individual ability and wheeled toys must only be used once the child demonstrates the appropriate gross motor skills ability for the activities undertaken on the wheeled toy.

Wheeled toys are to be used only in the area approved of as the safe play area enclosed by fencing or structures. If wheels are used outside of the area approved of as the safe play area enclosed by fencing or structures then kaiako must complete either a regular outing (for regular wheels outings) or special outing (for non regular wheels outings) along with the corresponding Risk Assessment. Parents must also sign and acknowledge permission for use of wheels on the Risk Assessment.

During the hours of care each child is provided with a peaceful sleeping space allowing for undisturbed rest. Furniture provided is age appropriate to the child in care and is in a hygienic and safe condition and in proper working order. Each child must have their own sleeping furniture that does not need to be shared with any other child in care.

Furniture intended for tamariki to sleep on such as beds, cots and mattresses are arranged so that there is clear access to at least one side of the bed (length not width), the area surrounding the bed allows for sufficient airflow and tamariki are able to sit or stand safely as they wake. If not permanently set up, the furniture used for sleeping and its bedding is hygienically stored when not in use.

Porta cots must use a mattress that fits snugly – there must be no more than 25 mm gap

between the mattress and the side of the cot. Ensure porta cots are assembled correctly and checked regularly for holes in the fabric areas.

If bunk beds are present in the home, tamariki are not allowed access to any room containing bunks bed during care hours. This only applies to tamariki enrolled on our programme. Any enrolled child who has a bunk bed in their own bedroom must not be able to access this bedroom during care hours and a suitable method to effectively restrict access must be used, such as a childproof door lock. In this instance thought must be given to how tamariki will access resources in their room they may need throughout the course of the day.

Furthermore, if the child sleeps regularly during the day an alternate suitable sleeping arrangement must be available, detailed and documented in the Premises and Facility Checklist. Porta cots and spare beds in a separate room are considered suitable alternate sleeping arrangements. Couches and similar are not acceptable for any child who sleeps regularly. Couches and similar are acceptable for tamariki who need to sleep or lay down on occasion, such as, when they are sick but must be able to be covered by washable bedding or similar in order to protect it from being soiled.

All bedding used for sleeping tamariki is sufficient to keep the child warm, is kept laundered and recorded following the laundering method in the Child Journal. It should be laundered no less than fortnightly.

In accordance with government regulations, tamariki will not have access to any food or liquids including bottles while in bed. Any hazardous toys, bedding or choking hazards are out of reach of the child and sleeping area.

Sleeping tamariki are physically checked for warmth, breathing and general well being by the kaiako every 15 minutes, or more frequently according to the individual child's needs such as sick tamariki. Sleep checks are recorded accurately in the Child Journal for every sleep taken.

Playschool does not have the ability to restrict the access to and use of movement restricting toys, dangerous and hazardous toys or bunk beds outside of care hours.