



## Annette's Place Inc

### Furniture and Equipment Safety Policy

We have a responsibility to protect the health and safety of children enrolled at the service. This is reflective in our health and safety policies, however furniture and equipment safety is important to every person who enters the premises or uses the Service's equipment, including children, families, staff and educators, visitors and students.

#### National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.2	<b>Safety</b>	Each child is protected
2.2.1	<b>Supervision</b>	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

#### Education and Care Services National Regulation 2011

103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment

#### PURPOSE

Management and Educators have a responsibility and duty of care to ensure the building, furniture, grounds and equipment are safe and hygienic. We ensure all furniture and equipment at the Service has acceptable safety standards and age appropriate for the children.

#### SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

#### IMPLEMENTATION

All children have the right to be safe. The provision of safe environments for children is essential to prevent injury and enable them to grow and develop.



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Management will ensure:

- The equipment and furniture used in providing the education and care at the service is safe, clean and in good repair.
- The age recommendation in relation to the age and developmental stage of the children using the furniture and equipment is considered.
- Educators are aware of appropriate instructions for use and supervision.
- Furniture is securely built so it will not collapse and is non-toxic
- All equipment and furniture is kept in a clean and hygienic state, particularly before and after food service.
- Adhere to National Law and the Education and Care Services National Regulations and licensing requirements that relate to the safety of children at the Service.

Educators will ensure:

- They carefully consider all aspects regarding the use of furniture and equipment and how it suits the age and stage of the children's development.
- All storage cupboards accessible to children have safety locks and remain locked when not in use.
- Effective supervision of children, including infants at all times to minimise the risk of accidents and injuries that could result from the furniture and equipment within the learning environment and nursery.
- To regularly check furniture and equipment for stability wear and tear.
- Reflect on common accidents and incidents in the learning environment and implement an action plan as required to ensure the safety of children and minimise accidents at the Service
- A record is kept of any furniture or equipment that needs maintenance in the *Maintenance Register* and report this to Management.
- Provide a safe physical environment that allows children to play safely.
- They remain up to date with health and safety changes within the early childhood sector.



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#### Nursery Furniture

- All infants are to be safely secured in their highchair and supervised when eating.
- Ensure the sides of cots are put up when children are inside.

#### Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015 (February 2017 edition).
- ECA Code of Ethics
- Guide to the National Quality Standard
- Early Years Learning Framework for Australia: Belonging, Being and Becoming, 2009
- Product Safety  
[http://www.productsafety.gov.au/system/files/Keeping%20baby%20Safe\\_0.pdf](http://www.productsafety.gov.au/system/files/Keeping%20baby%20Safe_0.pdf)
- Kids Safe  
[www.kidsafensw.org](http://www.kidsafensw.org)
- Revised National Quality Standards

Continued:

#### Review

Date Reviewed	Modifications	Next Policy Review Date
August 2017	Changes made to ensure children's safety is upheld	August 2018
October 2017	Updated the references to comply with the revised National Quality Standard	August 2018
May 2018	Minor grammatical changes made to content. (Not critical to it's delivery)	May 2019
August 2018	Minor changes made to content. (Not critical to its delivery)	August 2019