



## Duty of Care Policy

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### NQS

QA2	2.1.1	Each Child's health needs are supported
	2.3.1	Children are adequately supervised at all times
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
	2.3.4	Educators, Co-ordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect
QA3	3.1.1	Outdoor and Indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose.
	3.1.2	Premises, furniture and equipment are safe, clean and well maintained
QA4	4.1.1	Educator-to-child ratios and qualifications are maintained at all times
QA5	5.1.3	Each child is supported to feel secure, confident and included

### National Regulations

Part 4.2	Div. 1 77	Health, Hygiene and safe food practices
	81	Sleep and Rest
	82	Tobacco, drug and alcohol-free environment
	83	Staff Members and family Day care educators not to be affected by alcohol and drugs
	84	Awareness of Child protection

### Aim

Little Souls has a duty of care to ensure that the children, staff and families remain safe within its perimeters. To take all conceivable measures and precautions to maintain our Duty of Care

## Related Policies

Infectious Diseases Policy  
Dealing with Emergency Situations/Lockdown Policy  
Child Protection Policy  
Continuity of Care Policy  
Tobacco, Drug & Alcohol Policy  
Privacy and Confidentiality Policy  
Staffing Arrangements policy  
Illness policy  
Family Law & Access Policy  
Medical Conditions Policy  
Chemical & Chemical Spills Policy  
Car Park Policy

## Implementation

Little Souls will maintain a Duty of Care to ensure the safety of all children, families, staff and visitors is of a high standard. To take such measures as are reasonable in all the circumstances to protect the children from risks of harm that reasonably ought to be foreseen

We will:

- Ensure that the children are supervised at all times using the correct educator to child ratio
- Ensure that the playground complies with relevant legislations and licensing regulations
- Ensure that effective maintenance is carried out and is well documented
- Ensure that entry into and exit from the service is undertaken with utmost care, taking
- Ensure that Food Hygiene, sanitation and safety is maintained in accordance with Australian Food Safety standard guidelines
- Be aware of foreseeable hazards against which preventative measures can be taken
- Have emergency strategies and procedures in place in the case of an emergency situation
- Ensure that all staff and Educators hold the necessary, relevant and up-to-date qualifications
- Ensure Educators are present in the room at all times while children are sleeping
- Our service will ensure that children are being allowed to make choices and experience the consequences of these choices when there is no risk of physical or emotional harm to the child or anyone else

Educators are to role model positively and teach and show children what acceptable behaviour is

- Educators analyse children behaviour through daily observations to determine the cause of any undesirable behaviours
- Educators always considers the safety of other children, Educators and guests when dealing with a child's unacceptable behaviour

- Staff will consult and liaise with parents in regards to any form of unacceptable behaviour, and where necessary recommend that Parents seek outside professional help or assistance
- If all behaviour management strategies have been exhausted and the child continues to display harmful behaviour towards Educators, staff and children, then that child in consultation with the parents and Director of Therapy may be excluded from the service

## **Sources**

**Education and Care Services National Regulations 2011**

**National Quality Standard**

**Early Years Learning Framework**

**Work Health and Safety ACT 2011**

**Work Health and Safety Regulation 2011**

**Child Protection Act**

**Kidsafe QLD**

## **Review**

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Last reviewed: December 2014**

**Date for next review: December 2015**