

 <p><b>Wingate Avenue</b> Community Centre</p>	Title:	
	<b>DUTY OF CARE POLICY AND PROCEDURES</b>	
	Version: 1.3	Approved: Committee of Management May 2012
Administered: Manager	Next Review: February 2015	

## Background

All staff and Committee of Management are responsible for ensuring that Wingate Avenue Community Centre (WACC) is a healthy and safe environment for all centre users. All staff has duty of care responsibilities for all participants in the centre.

WACC will ensure that procedures are reasonable and in place to protect students and children from risks of injury, accidents or illnesses while under the teacher's/childcare worker's control and supervision.

## Relevant Legislation

- Occupational Health and Safety Act 2004, Children Youth and Families Act 2005
- Law of Negligence (common law).

## Procedures

Duty of Care responsibilities for staff includes the following:

- All staff/Volunteers and contractors will promptly report concerns about the safety issues to the Manager so appropriate action can be taken
- Precautions will be taken to minimize risk or harm
- All staff will be informed of standards required regarding safety issues
- Staff will ensure confidentiality at all times
- All staff and workers involved in care will at all times provide a standard of care that is reasonable and consistent with the policies and procedures of the centre.

## Particular responsibilities and procedures are in place for children under 5

- Staff will ensure that the childcare centre is a safe environment at all times, and meets health and safety requirements. Procedures to check play areas and equipment on a daily basis will be implemented
- Appropriate qualified staff will be employed, and required staff ratios will be observed
- All staff will have an up to date police check and a 'Working with Children Check'.
- One staff member per roster will hold a current level 2 First Aid and update CPR courses annually
- Enrolment procedures will ensure that accurate medical information is recorded and emergency contact details are accessible and current
- Permission slips will be given before any photos are taken in the childcare centre
- Procedures for non- custodial access will be implemented
- Access to the Childcare area will be restricted to authorized staff and accompanied visitors. Tight security will prevent any access by non authorized persons.
- Appropriate planning and induction of staff will take place to cater for children with special needs

## **Staff need to be aware of the particular duty of care considerations for centre users with a disability or with health issues**

- On enrolment participants who may need specific medical or ambulance attendance will have such information recorded
- It should be suggested that they wear a medi-alert bracelet where appropriate
- Disclosure statements to enable appropriate information to be accessible to all relevant staff will be signed
- Information about health concerns and behavior management strategies will be filed in the Manager's drawer in the front office under Childcare.

### **Related Documents**

- Childcare Protection Policy
- Childcare Policy
- Occupational Health and Safety Policy

Adopted by Committee of Management on (date): 21 May 2012

Signed by Chairperson: Kathy Andison

A handwritten signature in black ink that reads "Kathy Andison". The signature is written in a cursive style with a vertical line to the left of the name.