

## The Healthy Environment Policy

**Rationale:** To ensure children have access to a range of experiences - indoors and outdoors that is safe for their age range, abilities and will demonstrate how potential risks posed by their environment will be minimized and managed.

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

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

Children's access to outdoor spaces should always be easily accessed and available while being fully enclosed by fences and structures. If there are fences that could be easy for a child to climb these should be covered in small diameter mesh material or similar. Outdoor surfaces should always 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.

### Sickness

All practical and reasonable steps are taken to ensure children do not come in to contact with any person (adult or child) in the home that is suffering from a disease or condition that could likely to be passed onto the children and would have detrimental effect. If a parent becomes unwell and returns to the home where care takes place they will need to be isolated away from any child/ren in care. This could be the parent's bedroom or similar as an acceptable area for isolation. If a child becomes unwell during care and is likely to spread the illness, then they need to be kept isolated from other children while ensuring active supervision is still able to be undertaken. If the home used for care is NOT the child's home and other children are present in care, then the unwell child must be collected from care and not return until they are well again. Care cannot be provided to out-of-school children who are absent from school due to illness. Also any child who becomes ill while attending out-of-school care will be returned to their parents.

In the event that a child becomes seriously ill and/or injured during care, then all practical steps must be taken to get immediate medical assistance for the child. A parent will need to be notified of what has happened as soon as possible also. A report of the serious injury, illness or incident must be completed within the Child Learning Journal and your Visiting Teacher (VT) must be notified as soon as possible via email, text or phone call. The report will be assessed and specified agencies such as the Ministry of Education, NZ Police, Oranga Tamariki or others may be notified.

Educators are responsible to thoroughly undertake the Daily Hazard Identification Checklist - recording and minimizing the hazards accordingly.

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Educators are responsible to thoroughly undertake the Daily Hazard Identification Checklist - recording and minimizing the hazards accordingly.

### **Smoking, vaping and other substances**

A smoke free home will always be observed by Educators and any visitors to the home when a child is in care. This includes both in the Educators and child's home, indoors, outdoors and any car used for transporting of children. For KiwiEd. outings and trips a smoke free/vape free environment will be observed by everyone in attendance including parents.

KiwiEd. offers an open-door policy and therefore enforces a smoke free/vape free environment both in and around the KiwiEd. offices and company cars. Staff employed directly by KiwiEd. will remain smoke free at all times during employment hours which also includes all staff (including VT's and Educators) who 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 programme. In addition to this, the Educator must take all practical steps to ensure the children in their care do not come into contact with any person on the premise who is under the influence of alcohol or any other substances that has a detrimental effect on their functioning and behavior.

### **Sunscreen/ Hats and Water**

Parents are to supply the Educator with sunscreen for the child/ren and replace as required. Educators must apply sunscreen to the children at the start of the day regardless of weather – they then need to reapply the sunscreen throughout the day as needed. Alongside sunscreen, the Educator needs to ensure hats are worn outdoors and fresh drinking water is accessible indoors and outdoors. We encourage and promote the Educator to role model the use of sunscreen and hats outside alongside the children.

An ample supply of fresh water will be available for children at all times, with the older children being able to access this water independently.

### **Food**

Educators must ensure food is served at appropriate times to meet the nutritional needs for each child in their care. Where food is provided by the Educator, it must be of sufficient variety, quantity and quality to meet each child's individual needs. If food is provided by the parents, KiwiEd. promotes and encourages the healthy eating guidelines. KiwiEd. can provide resources and advice around this if needed.

Any infant-milk food given to an infant under the age of 12 months must be a type that is preapproved by the parent. i.e. an infant consuming formula must not be given cows milk unless it has been approved by the parent. Infants under the age of 6 months and other children unable to drink independently are held semi-upright when being fed. Any infant milk food given to a child under the age of 12 months is of a type approved by the child's parent.

### **Medicine**

No medicine (prescription or non-prescription) must be given to a child by the Educator 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 Learning Journal.
- Recorded in the child's Regular Ongoing Medication Log with appropriate administration training given.

Medication may also be administered at anytime by the child's parent or doctor or an ambulance personal 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 children topically, must be recorded in the Category 1 register of the Child's 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 before use. This includes but is not limited to heat and aerosol dispersed essential oils. Note: does not include some store formulated commercial cleaning or fragrance products containing low levels of essential oils. If unsure check with the parent and/or your VT.

## **Pets**

During the sign-up process, the KiwiEd. VT will record the details of any pet's present. If care takes place in their own home, the Educator must disclose to prospective parents any pets they care for or have onsite at the time of enrolment. This includes disclosing any newly acquired pets after the child is enrolled and attending.

There must be a separate area from any area used by the children (including the outdoor activity area) where pets can be safely 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 children's outdoor activity area. Any pet observed to be displaying anti- social or dangerous behavior must not be accessible to children during the care hours.

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 restricted to these areas during care hours. This should also be considered for the toilet facilities that children have access too.

Pet waste which is accessible to children should be collected daily if not as soon as there is waste which will be in accordance with the Hazard Identification Management Plan. Care is taken in consideration to the location of and accessibility of all pet equipment including but not limited to toys, food, water and sleeping material.

All pets must be maintained in a clean and healthy condition and in such a way that children will not be in danger of injury or infection at any time. If a child touches/ plays etc. with a pet, we encourage the Educator to teach the child to wash their hands. This includes role modelling how to treat pets with respect and appropriate training the pet knows.

## **Toys and equipment**

Due to the well documented dangers of movement restricted toys these must not be used during any care hours when children are enrolled with KiwiEd.. This includes equipment such as exo-saucers, baby walkers, jolly jumpers or similar.

During hours of care, special care must be taken regarding 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.

If the place of care has a trampoline, then this must meet the current New Zealand Voluntary Trampoline Safety Standards 1997 as a minimum. It is recommended that trampolines in addition to this must also meet the Australian Trampoline Standards AS4989. The trampoline must have a safety net and spring mats in good condition or alternatively be spring free. They must be used on a flat soft surface such as grass, bark or matting – they must not be placed on concrete.

Direct supervision must be provided at all time by the Educator during any indoor and outdoor activity. Note: Only one child on the trampoline at any time - other children must wait at a safe distance from the trampoline while it is in use. Consideration must be given to each child's 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 always be worn 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 the parents.

Direct supervision must always be provided by the Educator. Only 1 child on wheeled toys at a time - other children 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 – this must be a safe play area enclosed by fencing or structures. If wheels are used outside of the area approved this will need to be documented on the child's Risk Assessment. Parents must also sign and acknowledge permission for use of wheels on the Risk Assessment regardless if it is a regular or spontaneous outing.

**Sleep**

During the hours of care, each child will be 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, most importantly it must be in proper working order. Children will also not have access to food or liquids while in bed and are checked for warmth, breathing, and general well-being at least every 10 - 15 minutes (during day-time sleep), or more frequently according to individual needs. Furniture intended for children to sleep on such as beds, cots and mattresses are arranged so that the Educator, parent or other adult has clear access to at least one side of the bed (length not width), while the area surrounding the bed also allows for sufficient airflow and children 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 can not be used when the child can stand.

**Emergency Drills**

KiwiEd Educators are to complete monthly emergency drills (Earthquake, Fire and Lockdown) for all children in care (including out-of-school care children). The written emergency plan includes all adults and children present/living in the home (including out -of-school care children) if out-of-school care being provided in the home.

Evidence of these drills are located in the Child Learning Journey and record monthly drill performed with enrolled children and out-of-school care children at the same time.

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