



HEALTH AND SAFETY POLICY

1. PURPOSE

Kilkenny Primary School OSHC & Vacation Care (Kilkenny OSHC) is committed to providing a safe, healthy, child-safe and supportive environment where children can learn, play, develop and participate with confidence.

This policy provides the overarching framework for how Kilkenny OSHC protects children's health, safety and wellbeing and how the service demonstrates consistent practice under the National Quality Framework (NQF). More detailed procedures are contained in the related service policies listed in this document.

Kilkenny OSHC will ensure that children's safety, rights and best interests are the paramount consideration in all decisions and practices.

2. SCOPE

This policy applies to:

- the Approved Provider and members of the Kilkenny Primary School Governing Council with governance responsibilities for OSHC
- the Nominated Supervisor, OSHC Director and Responsible Persons in day-to-day charge
- educators, employees and other workers engaged by the service
- students, regular volunteers, contractors and visitors, as applicable to their role
- children attending Before School Care, After School Care, Vacation Care and Pupil Free Day care
- families and authorised nominees when using or interacting with the service.

3. GUIDING PRINCIPLES

Kilkenny OSHC will:

- place children's safety, rights and best interests before operational convenience
- respect children as capable participants and consider their views when identifying risks and planning safe experiences
- use risk-benefit thinking so that safety controls support participation rather than unnecessarily limiting children's play, independence and learning
- provide inclusive practices that respond to individual age, development, disability, medical, cultural and wellbeing needs





SERVICE POLICIES

- maintain clear accountability so staff understand who is responsible for supervision, emergency response, medication, attendance and other safety-critical tasks
- ensure written policies reflect actual service practice and are known, followed and reviewed by staff
- use incidents, near misses, feedback, risk assessments and critical reflection to strengthen practice over time.

4. ROLES AND RESPONSIBILITIES

4.1 Approved Provider / Governing Council

- ensure governance systems, resources and staffing arrangements support compliance with the National Law, National Regulations and NQS
- ensure current required policies and procedures are available and reasonable steps are taken to ensure they are followed
- maintain required notifications, approvals, insurances, workforce records and regulatory records
- support prompt rectification of hazards, maintenance concerns and identified compliance risks
- ensure the service's Quality Improvement Plan (QIP) is reviewed and revised at least annually and reflects genuine ongoing self-assessment.

4.2 Nominated Supervisor / OSHC Director / Responsible Person

- lead daily implementation of health, safety, child protection and supervision requirements
- ensure the service environment is checked before and during each session and risks are controlled or escalated
- ensure adequate supervision, appropriate educator deployment and accurate attendance/headcount processes
- ensure medical, medication, first aid, emergency and incident procedures are followed and records are complete
- respond to child safety concerns, reportable incidents and regulatory notification requirements within required timeframes
- ensure staff receive induction, relevant information, training and ongoing feedback about safety responsibilities
- maintain evidence that demonstrates usual practice for assessment and rating and continuous improvement.





4.3 Educators, employees, students and volunteers

- actively supervise children and remain alert to changing risks, group dynamics and environmental hazards
- follow Kilkenny OSHC policies, procedures, risk assessments, Code of Conduct and lawful directions
- report hazards, incidents, injuries, illnesses, near misses, medication issues and child protection concerns immediately to the Responsible Person/Director
- complete required training and maintain qualifications, checks and records relevant to their role
- protect children's privacy and use digital devices only in accordance with service policy and current law
- participate in emergency rehearsals, reflective practice, policy review and continuous improvement.

5. SAFE ENVIRONMENT, PREMISES AND EQUIPMENT

Kilkenny OSHC operates within the Kilkenny Primary School site and may use approved indoor and outdoor school facilities. Because areas may be shared with the school, safe handover, storage, set-up and pack-away processes are essential.

5.1 Premises and daily safety checks

- complete documented pre-session checks of approved indoor and outdoor areas before children access them
- check gates, fencing, exits, paths, toilets, play spaces, furniture, equipment, shade, lighting, ventilation and any temporary hazards
- identify hazards created by school activities, trades, deliveries, events, weather, damaged equipment or changes to shared spaces
- remove, isolate or control hazards immediately where possible and record/escalate maintenance that cannot be resolved at once
- ensure emergency exits, fire equipment and access paths remain clear
- secure areas not approved for unsupervised child access, including storage, maintenance and hazardous-material areas
- maintain a documented maintenance/hazard register and follow up actions to completion
- implement a written risk management plan for major works, restricted access, temporary closures or significant changes to the environment.





5.2 Equipment and resources

- select equipment that is safe, age-appropriate, inclusive and suitable for the intended use
- consider relevant Australian Standards and manufacturer instructions when purchasing, installing and using equipment
- inspect equipment regularly and remove damaged, unstable or unsafe items from use immediately
- risk assess new or higher-risk equipment and experiences before use
- secure tools, sharp items, chemicals, batteries and other hazardous materials so children cannot access them without planned supervision
- monitor items containing button/coin batteries and ensure battery compartments are secure and products remain in good condition.

6. ACTIVE SUPERVISION, ATTENDANCE AND SAFE ARRIVAL / DEPARTURE

6.1 Active and adequate supervision

Supervision is active, continuous and responsive. Ratios alone do not determine adequate supervision.

- educators position themselves to maximise sight and sound and move as children and risks change
- the Responsible Person considers age, ability, behaviour, activity, environment, transitions and individual support needs when deploying staff
- educators communicate clearly when changing areas, taking breaks, escorting children or handing over supervision
- headcounts and attendance checks are completed at key transition points and whenever the group moves between areas
- children requiring additional support or closer supervision are included in planning without compromising their dignity or participation
- higher-risk areas and activities receive increased supervision and appropriate controls.





6.2 Safe arrival from school and handover into OSHC

- Kilkenny OSHC maintains a current Safe Arrival of Children policy, procedure and risk assessment covering the transition from school/preschool to OSHC
- agreed handover arrangements with Kilkenny Primary School are documented, understood and reviewed when routines or risks change
- expected children are checked against bookings/attendance records and discrepancies are followed up immediately
- where a booked child does not arrive as expected, staff follow the service's safe-arrival and missing/unaccounted-for-child procedure without delay
- attendance records are accurate, contemporaneous and available to account for every child in an emergency.

6.3 Collection and departure

- children are signed out and released only to a parent/guardian, authorised nominee or person authorised in accordance with the National Regulations
- identity is verified when the collecting person is not known to staff
- staff act in the child's best interests if there are concerns about a person's authority or capacity to collect safely
- children do not leave the service boundary or transfer to another activity unless the required authorisation and handover arrangements are in place.

6.4 Missing or unaccounted-for child

If a child cannot be located or has not arrived as expected, staff will:

1. immediately alert the Responsible Person, verify attendance/booking information and commence an organised search while maintaining supervision of all other children
2. contact relevant school staff or other handover point where this may assist to establish the child's location
3. contact parents/guardians promptly and escalate to emergency services/police where the child remains unaccounted for or circumstances indicate immediate risk
4. preserve relevant information and complete incident, notification and review requirements after the event.





7. RISK MANAGEMENT, EXCURSIONS AND TRANSPORTATION

Risk management is ongoing and forms part of everyday practice, not only formal paperwork.

- identify hazards before activities and as conditions change; assess likelihood and consequence; implement controls; monitor and review effectiveness
- document risk assessments where required by legislation or where the nature of the activity, environment or child needs warrant a formal assessment
- complete compliant excursion risk assessments and written authorisations before excursions and regular outings
- complete required transportation risk assessments and authorisations where the service transports children
- ensure transport records, embark/disembark checks, attendance checks and final vehicle inspections are completed so no child is left in a vehicle
- review risk assessments after incidents, near misses, changes to venue/activity, new information or concerns raised by children, families or staff.

8. HEALTH, HYGIENE AND INFECTION CONTROL

Kilkenny OSHC follows current recognised health and infection-control guidance, including the NHMRC Staying Healthy guidance for education and care services.

8.1 Cleaning and hygiene

- maintain practical cleaning schedules for shared and OSHC-use areas, including high-touch surfaces, equipment and food areas
- clean spills and bodily fluids promptly using appropriate PPE and infection-control procedures
- provide accessible handwashing facilities, soap and drying methods and teach/role-model effective hand hygiene
- require handwashing at appropriate times, including before eating/food handling, after toileting, after contact with bodily fluids and before/after first aid or medication where relevant
- manage waste, soiled items, pests and environmental hygiene in ways that reduce infection and injury risks
- support ventilation and fresh air where practical while maintaining safe temperature and supervision.





8.2 Infectious disease and illness

- monitor children for signs of illness and respond promptly and respectfully
- apply current exclusion requirements and public health advice and notify families/authorities where required
- provide a comfortable, supervised area for a child who becomes unwell while awaiting collection
- maintain confidentiality while communicating relevant infection-control information to families and staff
- review cleaning, staffing and activity arrangements during outbreaks or periods of increased illness.

8.3 Hazardous substances

- store chemicals and hazardous substances securely and inaccessible to children
- retain original labels and current Safety Data Sheets (SDS) where required
- maintain a hazardous substances register where applicable and follow manufacturer directions
- use PPE and safe handling procedures appropriate to the product and task
- keep emergency information readily accessible, including Emergency Services 000 and Poisons Information Centre 13 11 26.

9. MEDICAL CONDITIONS, MEDICATION, FIRST AID AND INCIDENTS

9.1 Medical conditions and individual health needs

- obtain current medical management/action plans for children with diagnosed medical conditions where required
- develop and implement risk-minimisation and communication plans in consultation with families
- ensure relevant staff know each child's plan, triggers, signs/symptoms, medication location and emergency response
- display alerts/signage only as required and in a way that appropriately balances safety and privacy
- review plans and controls when information changes or after an incident.





9.2 Medication management

- only administer medication in accordance with legislation, written authorisation and the service Administration of Medication/Medical Conditions procedures
- check medication is correctly labelled, prescribed for the child where applicable, stored as required and within its expiry/use-by date
- record each administration accurately, including required witness/checking processes
- conduct regular medication audits, including expiry-date checks and confirmation that required emergency medication is present before the child attends
- escalate missing, expired, incorrectly labelled or otherwise non-compliant medication immediately and manage attendance/safety in accordance with the child's plan and service procedure.

9.3 First aid

- ensure at least one educator with current approved first aid, anaphylaxis management and emergency asthma management training is in attendance and immediately available whenever children are being educated and cared for, as required
- maintain accessible, stocked and in-date first aid kits appropriate to service activities and excursions
- provide first aid promptly, contact emergency services when required and notify families as soon as practicable
- maintain first aid qualification records and monitor expiry dates before qualifications lapse.

9.4 Incident, injury, trauma and illness

- respond immediately to protect the child and others from further harm
- provide first aid and medical assistance appropriate to the circumstances
- notify the parent/guardian as soon as practicable and within required timeframes
- complete the required incident, injury, trauma and illness record accurately and objectively
- notify the ESB/regulatory authority of serious incidents and other prescribed matters within the required timeframe
- review incidents and near misses to identify patterns, supervision issues, environmental risks or policy/practice improvements.





10. NUTRITION, FOOD SAFETY AND ALLERGIES

- provide or support access to safe, nutritious food and drinking water appropriate to the length and type of care session
- consider children's allergies, diagnosed medical conditions, dietary requirements, cultural practices and family information
- implement allergy and anaphylaxis controls consistently, including safe food preparation, serving and cleaning practices
- prepare, store and serve food safely and in accordance with applicable South Australian food safety requirements
- supervise eating and drinking appropriately and respond to choking and allergy risks
- use mealtimes as positive social experiences and promote healthy choices without shaming or coercion.

11. SUN SAFETY, WATER SAFETY, PHYSICAL ACTIVITY, WELLBEING AND REST

11.1 Sun safety

- follow current Cancer Council / SunSmart recommendations applicable in South Australia
- use a combination of shade, sun-protective clothing, suitable hats and SPF50+ broad-spectrum water-resistant sunscreen when UV protection is required
- monitor UV conditions and adjust outdoor activities where needed to reduce excessive exposure
- role model sun-safe behaviour and support children to develop increasing independence in sun protection.

11.2 Water safety

- identify and control water hazards at the service and during excursions
- provide close/direct supervision for water-based activities and apply any activity-specific risk assessment and authorisation requirements
- empty portable water containers after use where they could create a hazard
- ensure swimming/aquatic excursions use appropriate venue controls, supervision arrangements and risk assessments.





11.3 Physical activity and wellbeing

- provide regular opportunities for active play, movement, outdoor experiences and development of physical competence
- balance challenge and safety so children can take reasonable, developmentally appropriate risks
- provide calm spaces, sensory/regulation options and opportunities for quiet activity according to individual needs
- support children's emotional wellbeing through respectful relationships, predictable routines and responsive support.

11.4 Rest and sleep

- provide children with opportunities for rest and relaxation according to individual need, particularly during long Vacation Care/Pupil Free Day sessions
- where sleep occurs or is reasonably foreseeable, implement current regulatory sleep/rest requirements, risk assessment and supervision practices appropriate to the child's age and circumstances
- ensure rest spaces are safe, appropriately supervised, ventilated and free from avoidable hazards.

12. CHILD SAFETY, WORKFORCE SUITABILITY AND DIGITAL DEVICES

12.1 Child safe environment and conduct

- maintain and implement the Kilkenny OSHC Child Safe Environment Policy and Code of Conduct
- ensure staff understand mandatory reporting, responding to disclosures, information sharing and escalation pathways relevant to South Australia
- prohibit inappropriate conduct, degrading or humiliating practices, and any behaviour inconsistent with children's safety, dignity and rights
- support children to raise concerns, be listened to and access trusted adults
- use child-safe recruitment, induction, supervision and performance processes.



12.2 Working with Children Checks and Worker Register

- ensure persons who require a South Australian Working with Children Check hold a valid check before commencing work or engagement at the service
- require workers to notify the Approved Provider immediately of any change to their WWCC status and make required notifications to the ESB
- maintain accurate National Early Childhood Worker Register information for workers and other persons required to be recorded, and update records within legislated timeframes
- maintain staff, volunteer and student records so current checks, qualifications, roles and required information can be demonstrated.

12.3 Mandatory child safety and child protection training

- ensure all workers and volunteers complete mandatory national child safety and child protection training required under the National Law and Regulations within prescribed timeframes
- ensure staff complete any additional Department for Education South Australia child protection / safeguarding training requirements applicable to their role
- maintain a training register and monitor completion and renewal requirements.

12.4 Digital devices and online environments

- implement the service's Digital Technologies and Online Environments Policy and current National Law device restrictions
- workers providing education and care or working directly with children must not possess personal image-capable devices or personal storage/file-transfer media except where a lawful, authorised essential-purpose exception applies
- images, video or audio of children are captured, stored or transmitted only on approved service-issued/work devices and systems, in accordance with authorisations, privacy requirements and child safety controls
- digital technology used by children is supervised, age-appropriate and subject to appropriate online-safety and privacy controls
- personal-device exemptions, if required, are documented/authorised in accordance with current law and service procedure and must not compromise active supervision.



14. EMERGENCY, EVACUATION AND INVACUATION

- maintain emergency and evacuation policies, procedures, floor plans and risk assessments relevant to the Kilkenny Primary School site and OSHC operations
- identify emergencies reasonably foreseeable for the service, including fire, severe weather, hazardous incidents, intruder/security events, medical emergencies and site-specific hazards
- coordinate with school emergency arrangements while ensuring OSHC remains able to account for and supervise every child in its care
- rehearse emergency and evacuation procedures at least every three months as required, including evacuation and invacuation/lockdown scenarios relevant to the service
- record each rehearsal, evaluate what occurred and implement improvements
- ensure all staff know emergency roles, assembly/safe locations, communication methods, attendance procedures and access to emergency medication/first aid
- ensure emergency diagrams and required prescribed information are displayed and current.

15. WORK HEALTH AND SAFETY

Kilkenny OSHC will meet its obligations under the Work Health and Safety Act 2012 (SA) and related requirements. The service will:

- identify and manage risks to workers and others, including manual handling, slips/trips, chemicals, biological hazards, fatigue, aggressive behaviour and psychosocial hazards
- provide safe systems of work, suitable information, training, supervision and PPE where required
- require workers to take reasonable care for their own safety and the safety of others and to report hazards and injuries promptly
- maintain a smoke-free and vape-free environment and prohibit alcohol or illicit drug use while working; workers must not perform duties if impaired by any substance or medication
- consult with workers about health and safety matters and review controls after incidents or changes to work.





16. ASSESSMENT AND RATING – EVIDENCE OF CONSISTENT PRACTICE

Assessment and rating should reflect what Kilkenny OSHC normally does. Evidence is maintained as part of everyday practice and continuous improvement, not created only for an assessment visit.

In line with current ACECQA and South Australian ESB expectations, authorised officers may gather evidence through observation, discussion and sighting documents. For OSHC, practice may be observed across Before School Care, After School Care and Vacation Care sessions.

Kilkenny OSHC maintains evidence that may include:

- a current QIP that reflects ongoing self-assessment and is reviewed and revised at least annually
- daily safety checks, hazard reports, maintenance records and evidence that actions are closed out
- current medical management plans, risk-minimisation plans, communication plans and medication records
- regular medication and first aid kit audits, including expiry-date checks
- current first aid, anaphylaxis, asthma, child protection and child safety training records
- attendance records, headcount/transition practices and safe-arrival records/risk assessments
- incident, injury, trauma and illness records and evidence of follow-up/critical reflection
- emergency/evacuation/invacuation risk assessments, rehearsal schedule, rehearsal records and evaluations
- excursion and transportation risk assessments, authorisations and embark/disembark/vehicle-check records where applicable
- cleaning and infection-control records appropriate to the service
- WWCC, Worker Register, staff/volunteer/student and Responsible Person records
- current policies, policy review records, staff acknowledgement/induction evidence and family notifications where required
- critical reflection, consultation and QIP actions showing how identified risks and quality issues lead to improvement.





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

Particular attention will be given to areas identified by ESB as common areas for strengthening, including health practices and procedures (2.1.2), supervision (2.2.1), incident and emergency management (2.2.2), fit for purpose (3.1.1), upkeep (3.1.2) and management systems (7.1.2).

As at July 2026, the ESB assessment and rating process may commence with five business days' notice and a request for the service's current QIP. Kilkenny OSHC therefore maintains its QIP and evidence as living, current documents.

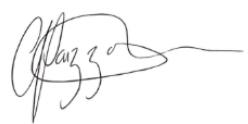
CONTINUOUS IMPROVEMENT

This policy will be reviewed:

- at least annually
- following relevant legislative, regulatory, ACECQA, ESB or Department for Education SA changes
- after a serious incident, significant near miss, complaint, compliance action or identified systems failure
- when risk assessments, assessment and rating feedback or service self-assessment identify a need for change
- in consultation with educators, staff, children and families where appropriate.

The Approved Provider will ensure required policies remain available for inspection. Families will be notified at least 14 days before a significant change to a required policy or procedure that affects the provision of education and care or a family's ability to use the service, unless an immediate change is necessary because a child's safety, health or wellbeing is at risk.

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	August 2026	NEXT REVIEW DATE	August 2027
MODIFICATIONS	• Made modification where necessary and added in assessment and rating and evidence of continuous practice		
PREVIOUS MODIFICATIONS			

