MT HAWTHORN OUT OF SCHOOL HOURS CENTRE
AND COMMUNITY CENTRE

Risk assessment

Policy Statement:

The Centre is committed to providing a safe, efficient system to collect children from school and take them to the Community Hall and keep them safe at all times.

Procedures:

- See collection policy regarding transition of children from Mt Hawthorn school to the Community hall
- Staff will monitor the area for any unsolicited people that might put our children’s safety at risk
- When children are playing outside in the designated play area children and staff will use the word “ice cream” as our code word to alarm everyone else if there is any unwanted people around who can cause our children harm e.g. drunk people.

Checklist for Risk Assessment:

- At 2:30 a staff member will walk the route to make sure that the area is clean – no bottles, syringes etc. lying around
- Check the upstairs toilets to make sure that they are clear and safe for the children to use
- The staff member will take a plastic bag and gloves with her/him to pick up any unwanted materials
- At the undercover area at Mt Hawthorn school the supervising officer of certified supervisor will mark the attendance sheet off as the children come from school for the ASC
- Staff will walk children across the over bridge to the Community Hall. At least three staff members will accompany children when walking across the bridge. Staff will spread themselves in front, middle and at the back of the group to make sure that everyone stays in a group and crosses safely
- Staff will make sure that all children enter the hall
- If the girls need to go to the toilet (which is just outside the main halls doors upstairs), a staff member will accompany them and have a look around to make sure the toilets
are safe to use. The staff member will then wait outside until all the girls are finished and go back into the main hall area

- Routine procedures will be displayed inside the hall to make the children aware of the rules and routine when walking over the bridge and behaving inside the venue.
- Parents will be notified if the children do not listen or abide by the rules. This will be implemented for the children's own safety

- **NATIONAL QUALITY FRAMEWORK**
  - *Education and Care Services National Regulations* – Reg 75(e); 88; 94; 99; 110; 123; 135; 169(b); 170(b); 171; 172
  - *National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010)* – Element 2.3.1; Element 2.3.2; element 3.1.1; Element 6.3.2
  - *Early Years Learning Framework for Australia* – Practice: Holistic approaches; Responsiveness to children – Outcomes: 3
  - *Framework for School Age Care in Australia* – Practice: Holistic approaches; Collaboration with children – Outcomes: 3

- Developed: December 2012
- Next Review: May 2016