

*EDEN CHRISTIAN  
KINDERGARTEN HEALTH &  
SAFETY POLICIES 2024*



## Table of Contents

<b>Introduction</b> .....	<b>2</b>
<b>Health and Safety Policy</b> .....	<b>4</b>
Appendix A: Inside daily checks .....	10
Appendix B: outside daily checks .....	11
Appendix C: .....	12
<b>Toileting and Nappy Changing Policy</b> .....	<b>13</b>
Appendix A: toileting chart.....	16
<b>Babysitting Policy</b> .....	<b>19</b>
Appendix A: Babysitting Agreement Waiver .....	21
<b>Headlice Policy</b> .....	<b>22</b>
<b>Sun Protection Policy</b> .....	<b>24</b>
<b>Sleep Policy</b> .....	<b>26</b>
Appendix A: sleep chart .....	30
<b>Smoke and Vape-Free Policy</b> .....	<b>31</b>
<b>Child Immunisation Policy</b> .....	<b>33</b>
<b>Living creatures Policy</b> .....	<b>35</b>
<b>Poisonous plant matter access Policy</b> .....	<b>37</b>
<b>Child Protection Policy</b> .....	<b>39</b>
Appendix B: Risk factors of Child abuse .....	58
<b>Food and Nutrition Policy</b> .....	<b>60</b>
<b>Cleaning Procedures</b> .....	<b>66</b>
<b>Linen Laundering Policy</b> .....	<b>70</b>
<b>Medicine Administration Policy</b> .....	<b>72</b>
<b>Illness Policy and Procedures</b> .....	<b>80</b>
Appendix A: Event report on Safety Nest .....	86
Appendix B: Illness report on safety nest.....	87
Appendix C: infectious diseases .....	88
<b>Accident or incident policy</b> .....	<b>89</b>
Injury and Incident Processes, Investigating, and Reporting.....	<b>Error! Bookmark not defined.</b>
Checklist to review your injury and incident reporting processes.....	<b>Error! Bookmark not defined.</b>
Injury or Incident Investigation Form .....	<b>Error! Bookmark not defined.</b>
Injury and Incident PCBU Report.....	<b>Error! Bookmark not defined.</b>
<b>Emergency Management and Evacuation Plan</b> .....	<b>98</b>
Emergency Procedures:.....	105
FIRE.....	105
EARTHQUAKE .....	106
FLOODING .....	107
LOCKDOWN .....	108

## Introduction

Eden Kindergarten policies are developed by our Manager, Board of Trustees, teachers and families to clarify our principles and describe the best way to apply them. The agreed policies and procedures are written to support our teachers, families, managers, and relievers to guide them in their everyday practice.

The aim of these policies is to ensure consistent, safe and quality practice.

Key legislation that guides us includes:

Education and Training Act 2020

Education (Early Childhood Services) Regulations, 2008.

Licensing Criteria for Early Childhood Education and Care Centres, 2008.

Building Act, 2004.

Civil Defence Emergency Management Act, 2002.

Disabled Persons Community Welfare Act, 1975.

Employment Relations Act, 2000. Fire Safety and Evacuation of Building Regulations, 2006.

Food Act, 2014.

Health (Immunisation) Regulations, 1995.

Health and Safety at Work Act, 2015. Human Rights Act, 1993.

Inland Revenue Department Act, 1974.

Privacy Act, 2020.

Resource Management Act, 1991.

Smoke-Free Environments Act, 1990.

Children's Act, 2014.

Employment recommendations

Worksafe NZ Preventing and Responding to Bullying at Work Good Practice Guidelines, March 2017

**Key Documents that guide us include:**

Eden Employee, Education Council – Code of Professional Responsibility and Standards for the Teaching Profession  
Education Council – Our Code and Standards for the Teaching Profession.

Implementing the Health and Safety at Work Act 2015 (April 2016)

Individual Employment Agreements Job Descriptions

Ministry of Education – He Māpuna Te Tamaiti (2019)

Ministry of Health – Hand washing (Updated August 2020)

Ministry of Health – List of Infectious Diseases

Te Tiriti o Waitangi Te Whāriki, Early Childhood Curriculum (2017)

Worksafe NZ – Preventing and Responding to Bullying at Work Good Practice Guidelines,  
March 2011

In collaboration with all stakeholders involved at Eden the policies are reviewed annually, and any changes are confirmed at our annual meeting. This gives us a shared understanding of agreed content, Rationalee, and procedures.

## Health and Safety Policy

**Rationale:** The purpose of this policy is to explain how we manage risks effectively for all Kaiako, tamariki, and visitors to the centre. All employees and visitors must take the appropriate steps to ensure their own safety at Eden Christian Kindergarten. Everyone at Eden Christian Kindergarten has a duty to take reasonable care for their own health and safety, and care that their own actions or omissions do not adversely affect the health and safety of others. This policy should be read in conjunction with the Health and Safety Handbook and Work Act 2015.

**Te Whāriki: Well-being/ Mana atua - Goal 3:** Children experience an environment where they are kept safe from harm.

### Licensing Criteria for Early Childhood Education & Care Services 2008

#### Health and Safety: Emergencies

**HS6:** Heavy furniture, fixtures, and equipment that could fall or topple and cause serious injury or damage are secured.

#### Health and Safety: Hazards and Excursions

**HS12:** Equipment, premises and facilities are checked on every day of operation for hazards to children. Accident/incident records are analysed to identify hazards and appropriate action is taken. Hazards to the safety of children are eliminated, isolated or minimised. Consideration of hazards must include but is not limited to: cleaning agents, medicines, poisons, and other hazardous materials; electrical sockets and appliances (particularly heaters); hazards present in kitchen or laundry facilities; vandalism, dangerous objects, and foreign materials (eg. Broken

glass, animal droppings); the condition and placement of learning, play and other equipment; windows and other areas of glass; poisonous plants; and bodies of water.

**Documentation required: A documented risk management system.**

**HS13:** The temperature of warm water delivered from taps that are accessible to children is no higher than 40 degrees, and comfortable for children at the centre to use.

**HS14:** Water stored in any hot water cylinder is kept at a temperature of at least 60 degrees c.

**HS15:** All practicable steps are taken to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm.

#### **Health and Safety: Child health and wellbeing**

**HS27:** All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent of what has happened.

**Documentation required:** A record of all injuries, illnesses and incidents that occur at the service. Records include: the child's name; the date, time, and description of the injury, illness or incident; actions taken and by whom; and evidence that parents have been informed. A procedure outlining the service's response to injury, illness and incidents, including the review and implementation of practices as required.

**HS26:** All practicable steps are taken to ensure that children do not come into contact with or any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them. Specifically: the action specified in Appendix 2 is taken for any person (adult or child) suffering from particular infectious diseases; the children who become unwell while attending the service are kept at a

safe distance from other children (to minimise the spread of infection) and returned to the care of a parent or other persons authorised to collect the child without delay.

**HS30:** Children are washed when they are soiled or pose a health risk to themselves or others.

**HS24:** Rooms used by children are kept at a comfortable temperature no lower than 18 degrees C (at 500mm above the floor) while children are attending.

Everyone is responsible for health and safety.

We are committed to providing and maintaining a safe and healthy workplace for all workers, children, young people, and other people in the workplace. We will achieve this through:

- making health, safety and wellbeing a core part of our work and a regular agenda item for workers, managers and governance
- initiatives to ensure health and safety continuously evolves and improves the health, safety and wellbeing of workers and others influenced by our work
- undertaking regular reviews of and reporting about our health and safety system
- engaging with our workers to continuously improve our health and safety system
- providing students with health and safety information and training and encourage positive engagement with health and safety
- doing everything reasonably possible to remove or reduce the risk of injury or illness, including through regular hazard and risk assessments
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, injuries and near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place

- training everyone about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers and volunteers

#### **Procedures:**

- All Teachers and visitors must at all times follow the instructions of the Eden Manager, regarding health and safety.
- Each visitor to Eden Christian Kindergarten signs in on the tablet, and confirms they have read the health and safety handbook located beside the tablet.
- All new Kaiako and employees are briefed on/informed of this health and safety policy on induction and training is provided if necessary. A copy of the health and safety policies are provided.
- The kindergarten uses “safety nest” this is a health and safety risk register. The register includes identification of current and potential hazards and a thorough risk assessment. Teachers record all accidents, incidents, and illnesses in SafetyNest.
- The accidents, incidents, and illness records will include child’s name, date, time, and description of the injury, illness, or incident; actions taken by whom; and evidence whanau have been informed and have signed the record.
- Serious injury, illness, or incident while a Eden Christian Kindergarten, Eden will notify a specified agency if required, such as Worksafe or Regional Public Health. We will also notify the Ministry of Education at the same time as required.
- If there is any serious injury, illness, or incidents or near misses, the Manager will be informed as soon as possible. The Manager will investigate, file a serious incident report, decide on and document appropriate action to reduce the risk of the incident happening in future.



- Kaiako check the inside and outside areas at the beginning of each day using a health and safety check lists on safety nest. Kaiako remove or isolate any dangerous items until they can be repaired or replaced.
- The centre's annual plan indicates monthly ongoing health and safety responsibilities. These are assigned to a named person or persons.
- Repairs and maintenance is also reviewed each month in the annual plan and updated weekly on StoryPark by the health and safety officer.
- All Kaiako and employees of Eden Christian Kindergarten hold a current first aid certificate.
- All first aid kits are kept replenished and checked regularly by the administrator.
- Emergency planning, procedures and drills take place each month. See emergency procedure.
- Poisons and hazardous chemicals/ materials are not accessible to children.
- Civil Defence kits are checked and replenished if needed every 6 months.
- All heavy furniture, fixtures, and equipment that could fall, or topple, and cause serious injury or damage are secured.
- Teachers actively scan the physical environment, activities being undertaken, equipment being used, the group size, ages and respond to the needs of children (see supervision policy).
- All Teachers must follow the correct procedures and guidelines outlined in the Health and Safety Handbook. All employees must monitor their health to ensure they are fit to work with children in line with the Early Childhood Regulations, 2008.
- Eden Christian Kindergarten employ Cleaners who ensure the kindergarten is clean and tidy for the beginning of each day we are open, see the (centre cleaner policy).
- Direct, close and constant supervision by teachers, will be required if a learning experience or equipment includes an element of risk. For example, climbing, cooking, using ropes, cords or tools of any kind or activities near water.

- In managing risk effectively all teachers will take every precaution to ensure children, other teachers, students, parents and visitors to the centre/building are safe from harm. This includes promptly reporting any unforeseen risks to relevant person(s).

**Related Policies:** Health & Safety handbook + Illness Policy + Medication Policy + Accidents and Incidents policy

**Date approved:** January 2024

**Review date:** January 2025



## Appendix A: Inside daily checks

## Appendix B: outside daily checks

Appendix C:

## Toileting and Nappy Changing Policy

**Rationale:** We recognise that toilet learning is an important part of development. Kaiako acknowledge the emotional, physical, and cognitive developmental stages of tamariki as they engage in the toilet learning process. Kaiako will use appropriate strategies to support this learning. Kaiako are unhurried and are happy to support each learner, with an increasing emphasis on independence within each stage of development.

- **Te Whāriki: Strand 1: Wellbeing/Mana Atua** - the health and well-being of the children are protected and nurtured (Ministry of Education, 2017).
- **Licensing Criteria for Early Childhood Education & Care Services 2008 Health and Safety HS3. Criteria PF 20, PF 22, PF 23, PF25.**

### Spaces and facilities:

- There are six warm water taps and three soap dispensers over the hand basin in the tamariki bathroom. The water temperature does not exceed 40° and is checked daily by kaiako – this is recorded on the daily checklist on the Safety Nest app.
- Eden will provide safe nappy changing and toilet facilities that are kept hygienically clean. The blue nappy mat is covered with non-porous material that is wiped down after each use.
- The toileting chart is always kept in the bathroom and is available for whānau to check daily or weekly.

### Communication:

- On enrolment, and over time whānau are required to share and update Kaiako on what their child's needs are. Kaiako take the lead from whānau and respond to support the child in whatever stage of development they are at.

- If required, the child is placed on the toileting chart for nappy changes or toileting reminders.
- Kaiako recognise that the child's home and kindergarten are different environments- a child's interest in toileting at home may be expressed before the child is interested in toileting at kindergarten or vice versa.
- Kaiako will respect the difference between the environments, and support children at kindergarten.
- Kaiako will talk to tamariki about their toilet learning process using language that promotes body awareness and how to take care of themselves. This includes offering children appropriate advice and hygiene support, using toilet paper, flushing the toilet, and washing their hands.

#### **Nappy and toileting procedures:**

- Nappy and toileting changes are done around 10:30am, 12:30pm and 2:30pm daily, as well as whenever required. Whānau can communicate where more frequent changes or reminders are needed.
- Kaiako (including permanent relievers) will support each child through whatever stage of development they are at.
- Based on communication with the whānau, children are either invited to come and get their nappy changed, invited to come to the toilet, or reminded to use the toilet when they need to.
- Kaiako respect children's responses and can offer to come back in five minutes if the child is not ready. Kaiako can also offer for a different Kaiako to come and support the child, and the team is flexible in supporting the needs and requests of children around this care routine.
- Kaiako can choose to use the gloves provided to change a child, or wash their hands before and after each change.

- Kaiako are gentle and respectful as they change the child's nappy and use strategies to make it a comfortable and unhurried caring experience.
- Nappies are placed in the nappy bin, and the nappy mat is wiped down with disinfectant solution after each use.
- Kaiako encourage independence but are also there to offer support for children who need assistance getting on or off the toilet, dressing themselves or who are learning to care for their hygiene by using toilet paper.
- If a child has soiled their clothes, Kaiako lead them in getting changed. If possible, solid waste is flushed down the toilet. The clothes are placed in a wet bag and a 'toileting record' is filled out to inform whānau.

#### **Procedures for managing risk in the workplace:**

1. The Toileting and Nappy Changing Policy is displayed in the bathroom for everyone to see.
2. The nappy changing/ toileting chart is available for the parents to view.
3. Kaiako will engage in regular discussion with whānau regarding children who are in nappies or toilet training, to ensure whānau are leading decision making around their child's wellbeing and their individual requirements. These discussions will be shared with all Kaiako through the Teams App.

**Date approved:** March 2024

**Review date:** March 2025



Appendix A: toileting chart





## Babysitting Policy

**Rationale:** Eden Christian Kindergarten acknowledges that some whānau do not have relatives or friends living close by to help them with the care of their child or children outside of centre opening times. Whilst we are professional kaiako, we recognise that on occasion, kaiako may provide private childcare for children enrolled at Eden Christian Kindergarten. The following procedures ensure that professional boundaries are identified and adhered to.

### Te Whāriki:

**Belonging/ Mana whenua - Goal 4:** Teachers and Parents experience an environment where they know the limits and boundaries of acceptable behaviour.

### PROCEDURES:

- Kaiako must advise the Manager of the Service that a request has been made by a family for their babysitting services.
- Parents and Kaiako must be aware of these procedures before undertaking any private child caring arrangements.
- Discussions pertaining to private child caring arrangements must be made outside of the Kaiako hours of employment at Eden Christian Kindergarten.
- Kaiako taking children from Eden must be identified on the child enrolment form as an authorised pick-up person.
- Parents and Kaiako undertaking private child caring arrangements must not discuss Eden Christian Kindergarten business and must always remain mindful of confidentiality.
  - o Babysitting crosses from professional to personal and has far reaching consequences in term of safeguarding, public liability and confidentiality.
  - o Unprofessional or inappropriate sharing of information is in breach of privacy.
- Kaiako who undertakes private childcare must not allow this to affect their professional roles and responsibilities at Eden.

- Kaiako will ensure favouritism does not result from external relationships with children and families outside of the Service.
  - Eden will not be made accountable for any health and safety issues that may arise within the private arrangement being made.
  - Outside of Eden Christian Kindergarten hours, we cannot guarantee the safety of children or teachers against potential allegations.
  - Eden Christian Kindergarten will not be held accountable for any issues that may arise from private child caring arrangements.
  - Kaiako and families will complete the 'Babysitting Agreement Waiver' (Appendix A) acknowledging that they choose to waive the right to hold the Service liable should a child be harmed whilst Kaiako are babysitting outside of work hours.
- 
- If an employee has a pre-existing relationship prior to the child's enrolment at the Service (relative, family friend etc.) babysitting is not discouraged.
  - However, to ensure the children's health and safety employees will:
    - disclose the relationship to Management,
    - be authorised or provided with written permission to take a child from the Service and
    - understand that the Service will not be held responsible for any health or safety issues that may arise from private arrangements.

**Approved:** January 2024

**Review date:** January 2025

Appendix A: Babysitting Agreement Waiver

**Caregiver:**

I \_\_\_\_\_ (please print caregiver name) have read the Babysitting policy and agree to the procedures. I acknowledge that I will waive the right to hold the Service liable should there be an incident whilst a Kaiako is babysitting outside of work hours.

**Parent:**

Date:

Name:

Signed:

**Teacher**

I \_\_\_\_\_ (please print name) have read the Babysitting policy and agree to adhere to the procedures.

Date:

Name:

Signed:

## Headlice Policy

**Rationale:** This policy communicates how Eden Christian Kindergarten minimises and prevents the spread of headlice at the centre and ensure kaiako act in the best interests of the health and wellbeing of children and families.

**Te whariki – wellbeing/mana atua – Goal 3:** children and adults experience an environment where they are kept safe from harm.

The Ministry of Health does not recommend excluding children from school/kindergarten because of headlice. While they are a common problem that causes itching they do not usually cause disease. Accordingly, children will not be sent home if headlice are found while they are at kindergarten, but the following procedures will be observed to minimise them spreading to other children and families.

### Procedures:

- We will encourage parents to check their child's air and scalp regularly, to tie back long hair and to inform the Eden Kindergarten if their child has headlice.
- If a child is found to have headlice this will be contained as much as possible through the use of hair ties and/or a hat (a supply will be kept at the kindergarten specifically for this purpose).
- Parents or caregivers will be notified immediately and asked to treat the child with an appropriate lotion or shampoo before returning to Eden. If there are recurring infestations or on-going issues staff will offer support to the family in the way of additional education and support with treatment information, liaison/referral to Public Health or related agency staff etc.
- If an outbreak occurs at the centre all parents will be notified by noticeboard, letter or newsletter, to check and treat their children.
- On-going education will be made available to all families through our newsletter, email, provision of information brochures etc.

- During the summer terms each enrolled child will be asked to supply a named hat.
- This hat will only be worn by the owner and will be kept in their bag when not being used. Parents will be encouraged to wash these hats regularly.
- In the event of a child borrowing a Kindy hat, the child's name will be applied to the hat in the form of a removable sticker. These hats will be washed at the end of the day.

**Relates to:** Health and Safety policy

**Date approved:** January 2024

**Review date:** January 2025



## Sun Protection Policy

**Rationale:** This policy has been developed to ensure that all children and staff are protected from damaging ultraviolet radiation (UVR) rays from the sun.

**Te Whāriki: Well-being/ Mana atua - Goal 1:** Children experience an environment where their health is promoted.

- Tamariki have access to their drink bottles at all times.
- Kaiako respond when tamariki ask for more water, and regularly check the drink bottles and refill when necessary.

### **Shaded Areas:**

- The Kindergarten has erected shade sails and planted trees so that the sandpit area, swings, fort and moveable equipment areas will be shaded.
- Static activities (such as the water trough) will be covered by the use of a gazebo, or underneath the shade of a tree/ shade sail.
- Any future outside space redevelopment will give consideration to sun protection requirements in addition to other safety considerations.
- Kaiako take into considering positioning of equipment and resources to be aware of the sun and the effects of the sun.

### **Protective Clothing and Hats:**

- Children and kaiako will provide their own named, sunhat to wear when outside in Spring through to Autumn.
- It is recommended (Sun Smart and Cancer Society) that this is a bucket hat, or a cap with a backflap as these provide more protection from the sun. We dissuade the use of caps.

- Children and Kaiako are required to wear clothing with sleeves that cover their shoulders.
- It is recommended to wear shirts with collars and longer style shorts and skirts to protect skin from the sun.
- If a child is not wearing clothing that aligns with the recommendations above, Kaiako will ask whānau to change their child, or will guide the child in getting changed. Spare clothes are kept at Eden in case they are needed (can be found under the change table in the bathroom).
- Kaiako actively ensure that if they are outside in the sun, they are role modelling sun safe clothing and hats.
- Kaiako use a range of strategies, notes to whānau, reminders, teaching at mat time, and verbal reminders to ensure children are learning to be sun safe, by wearing their sun hat at all times when they are outside during the months of September to April.

#### **Sunblock:**

- From September to April sunblock is applied as required.
- Eden Christian Kindergarten provide sunblock that Kaiako use to keep themselves and children safe from the sun.
- Any child requiring a special sunblock cream due to skin allergies or other reasons, must provide their own named bottle. Kaiako check sunblock expiration frequently and communicate with whānau when more is needed.
- Parents are required to apply sunblock prior to arrival at Eden, alternatively, we provide a sunblock station in the foyer for parents to assist their child in application. before the Kindy day.
- Tamariki have sunblock applied at 11am, which is recorded on the Discover app.

**Date approved:** January 2024

**Review date:** January 2025

**Links to:** <https://www.sunsmart.org.nz>

## Sleep Policy

**Rationale:** To ensure that any child attending Eden who needs to rest, or sleep can do so in a safe and comfortable environment.

### Te Whāriki:

**Strand 1: Well-being/mana atua-** children experience an environment where their health is promoted.

### Licensing Criteria for Early Childhood Education & Care Services 2008

**HS9** A procedure for monitoring children's sleep is displayed and implemented and a record of children's sleep times is kept.

#### DOCUMENTATION REQUIRED:

1. A procedure for monitoring children's sleep. The procedure ensures that children:

- do not have access to food or liquids while in bed; and
- are checked for warmth, breathing, and general well-being at least every 5-10 minutes, or more frequently according to individual needs.

2. A record of the time each child attending the service sleeps, and checks made by adults during that time.

**HS10** Furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are arranged and spaced when in use so that:

- adults have clear access to at least one side (meaning the length, not the width);
- the area surrounding each child allows sufficient air movement to minimise the risk of spreading illness;

and

- children able to sit or stand can do so safely as they wake.

**HS11** If not permanently set up, furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) and bedding is hygienically stored when not in use

**PF29** Furniture and items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are of a size that allows children to lie flat, and are of a design to ensure their safety.

**PF30** Furniture and items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) that will be used by more than one child over time are securely covered with or made of a non-porous material (that is, a material that does not allow liquid to pass through it) that:

- protects them from becoming soiled;
- allows for easy cleaning (or is disposable); and
- does not present a suffocation hazard to children.

**PF31** Clean individual bedding (such as blankets, sheets, sleeping bags, and pillowslips) is provided for sleeping or resting children that is sufficient to keep them warm

**PF33 ALL-DAY SERVICES ONLY:** Space is available for children aged two and older to sleep or rest for a reasonable period of time each day. If the space used for sleeping or resting is part of the activity space, there are alternative activity spaces for children not sleeping or resting as necessary.

**PF34 ALL-DAY SERVICES ONLY:** Furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are available for the sleep or rest of children aged two and older.

**Sleeping equipment:**

- Sleep mats are kept in the resource room, hung on a rack, just to the left of the door.
- Sleep mats are wiped down with disinfectant after each use and then placed back in the resource room.
- Sheets and blankets are kept in a clearly labelled container in the resource room.
- Sheets and blankets are washed after each use. If a child is sleeping regularly, their sheets can be placed in a named pouch for the week, and then washed at the end of the week.
- The sleep chart is stored in the sleep space, alongside a timer which is used by Kaiako to set times for ten minute checks.

#### **Sleep space:**

- The room which is used as a calm space is used as a sleep space when a tamaiti/ tamariki needs to rest or sleep.
- When used for sleeping this space is kept peaceful, and light is softened by pulling the blind down.
- A thermometer is located 500mm above the floor to take the temperature, which will be recorded on the sleep chart.
- The space is kept appropriately ventilated for the health and hygiene of tamariki.
- Kaiako set up the space for sleeping, ensuring that tikanga is respected and tamaiti sleeping near each other and sleeping head to head or feet to feet.

#### **Sleep procedures:**

- Tamaiti/ tamariki will not have access to food or drink while they are in the sleep room.
- Kaiako follow the lead from whānau about if their child sleep regularly, what times this is, and how they are supported to sleep (blanket or cuddly or music).
- Kaiako are responsive to the needs of each tamaiti and if they need a sleep, kaiako will set up a bed, ensuring there is sufficient space around the bed.

- Kaiako will make sure the tamaiti is comfortable and will stay with them until they are calm and relaxed.
- Kaiako will monitor the tamariki closely until they are asleep.
- Kaiako will check sleeping tamariki for breathing and general well-being every 10 minutes, or more frequently according to individual needs. This will be recorded on the sleep chart.
- If a tamaiti spontaneously falls asleep, kaiako will assess the location for safety and comfort and move the tamaiti, if required, to a bed.
- Whānau will be informed on pick up if their tamaiti has had a sleep.

**Date approved:** March 2024

**Review date:** March 2025

Appendix A: sleep chart

## Smoke and Vape-Free Policy

**Rationale:** This policy has been formulated to maintain a smoke and vape-free environment at Eden Christian Kindergarten and ensure staff act in the best interests of the health and wellbeing of our children and families.

### Te Whāriki:

**Well-being/ Mana atua - Goal 1:** Tamariki experience an environment where their health is promoted.

We will have no one on our premises smoking or vaping in any area (inside and outside) at all times, because at Eden Christian Kindergarten we have a no tolerance policy towards smoking and vaping.

**Legislation:** From 1990, smoking, and from November 2020, vaping, will be prohibited at all times in school and Early Childhood Centres (including their grounds and buildings).

### Procedures:

- No smoking and no vaping signs are displayed on the front window of the centre.
- If any person appears on our grounds, or enters our building, smoking or vaping they will be asked to stop.
- If they don't stop they will be asked to leave our buildings and grounds and a staff member will refer them to the signs in the front window.
- Cigarette butts are not to be discarded on our property.
- Staff are also not permitted to smoke or vape anywhere on the property, if they wish to do so, on breaks, it will be well away from the building and grounds and on their return, they must ensure their clothing and/or breath does not carry a smoking odour. If a smoking odour is present they may be asked to leave the premises and get changed. See Health and Safety Manual.
- Any complaints regarding this policy should be directed to the centre manager.



**Date approved:** January 2023

**Review date:** January 2024

**Links to:**

- The 'Smoke – free Environments Act 1990' and the 'Smoke-free Environments and Regulated Products (Vaping) Amendment Act 2020' prohibits smoking or vaping at all times in schools and early childhood centres (including their grounds and buildings). This means that our childhood centre is smoke and vape free.

## Child Immunisation Policy

**Rationale:** Eden Christian Kindergarten is committed to providing a safe and healthy environment for children, families and staff. This includes honouring our legal obligations to keep a centre immunisation register.

**Well-being/ Mana atua - Goal 1:** tamariki experience an environment where their health is promoted.

**Policy Statement:** While we recognise immunisation as a widely accepted preventative health measure, we also acknowledge families right of choice. Children will be accepted at Eden regardless of their immunisation status, provided this information is disclosed for our records.

### Procedures:

- Parents/caregivers are required to provide details of their child's immunisation status and provide an immunisation certificate when enrolling their child, or at other times by the request of staff. Parents/caregivers are expected to inform the Kindergarten of any changes in status.
- When children are enrolled, the administrator will note (on enrolment forms and discover programme) when/if immunisation records are sighted.
- Photocopies of immunisation records/certificates will also be taken and placed on child files.
- Immunisation information will remain confidential at Eden Kindergarten unless required by the Ministry of Education, ERO or local health authorities.
- Eden Kindergarten will heed the advice and recommendations of local health authorities in the event of a suspected or confirmed outbreak of a vaccine preventable disease.
- Where children who are not immunised are advised to stay at home parents will be notified so they can make an informed choice as to whether their child attends.

**Date approved:** January 2024

**Review date:** January 2025

**Links to:** Enrolment Policy + Privacy Policy + Illness Policy



**Rationale:** To ensure positive practices for the care and wellbeing of animals at Eden Kindergarten. This encourages children to develop empathy and responsibility for others.

**Te whāriki:**

**Exploration/ Mana aotūroa - Goal 4:** Tamariki experience an environment where they develop working theories for making sense of the natural, social, physical, and material worlds.

**Procedures:**

**1. Care and handling of animals by children**

- Children and animals will be always supervised when together.
- Kaiako will instruct the children in the appropriate care and handling of the kindergarten pets.
- Kaiako will educate the children in maintaining good hygiene when handling kindergarten pets (i.e. Hand washing, changing clothes if an animal defecates accidentally on the child etc.)
- Kaiako will ensure that children wash their hands after handling the kindergarten pets.

**2. Care and maintenance of kindergarten pets**

- Kaiako will provide the kindergarten pets with adequate food, water, shelter and protection at all times.
- Kaiako role-model responsibility and care of the pets. This helps children to learn the skills of caring for the animals, themselves, and others.

- Cleaning and maintenance of cages/shelter/houses will be carried out by Kaiako in accordance with the Ministry of Education 'Caring for Animals' guidelines.
- Action or referral to veterinary expertise will be made within 24 hours when animals are showing signs of distress or illness.
- Kaiako will provide the opportunity for children and their whānau to share responsibility for caring for pets. This may include the opportunity for whānau to take the pets home during the term breaks. Relevant materials, instructions and a copy of this policy will be provided to families who take responsibility for pets during holiday periods.

### 3. Visiting animals

- Visiting animals will be treated with the same care as centre-owned animals. To ensure children's safety, prior permission for all visits must be given by the Manager.
- Kaiako need to ensure all visiting animals are properly restrained at all times. If animals are brought at pick up and drop off times, e.g. dogs they should be tied up but not immediately at the gate where children are passing.
- The allergies record is kept in the kitchen, and includes allergies to animals so all Kaiako are aware and can check on any allergies to animals.

**Guide dogs** - If a child or family member are sight impaired and have a guide dog, Eden has a fenced in area for the dog if needed to exercise (fenced in wilderness area).

#### References:

'Caring for Animals' Ministry of Education Guide for ECE  
 Education (Early Childhood Services) regulations 2008 45 & 46  
 Licensing Criteria for Early childhood Education & Care Services 2008 HS 16

**Date approved:** January 2024

**Review date:** January 2025

## Poisonous plant matter access Policy

**Rationale:** Eden Christian Kindergarten provides, for the welfare of the tamariki, a safe and stimulating environment. Hazards such as poisonous plants are minimised while still ensuring the natural beauty of the environment is preserved.

**TE WHĀRIKI: Well-being/ Mana atua - Goal 3:** Tamariki and adults experience an environment where they are kept safe from harm.

- Warning: If you suspect a child has been poisoned treat as an emergency and dial 111 for an ambulance.
- If you suspect a child or adult has ingested parts of a poisonous plant immediately contact the National Poisons and Hazardous Chemical Information Centre Urgent Phonenumber 24 hours a day seven days a week on: 0800 POISON / 0800 764 766. (For non-urgent information, Phone 03 479 1200 between 9am and 5pm weekdays only or E-mail: [poisons@otago.ac.nz](mailto:poisons@otago.ac.nz))

### Procedures:

- Kaiako will ensure that in all parts of the Kindergarten where children have access to, they cannot get access to any plant or plant matter (especially those specified on the Poisonous Plant Matter List) that is capable of being poisonous to children.
- Information regarding poisonous plants will be kept on the premises.
- If discovering a plant listed as being poisonous, kaiako take immediate steps to remove or isolate the plant or plant matter from access by children and/or;
  - o If suspecting a plant or plant matter may be poisonous, isolate that plant/matter and seek advice on its identity, its place on the Poisonous Plant Matter List and/or identify its capacity to be poisonous from expert advisors or

professionals, until such time as the plant/matter is clearly identified as being unsafe, in which case it will be removed or permanently isolated.

- Seek such advice, information, resources and identify training opportunities that are necessary to enable them to identify poisonous plant matter and to otherwise carry out their role.
- Actively apply this policy whilst on excursions; identifying and/or preventing access to children (to suspect plants).
- We employ a gardener to ensure our gardens are maintained and kept safe.

Refer to: Health and Safety Employee Handbook

**Date approved:** January 2024    **Review date:** January 2025

## Child Protection Policy

**Rationale:** This policy aims to protect and prevent children from abuse and neglect. Eden Chrisitan Kindergarten is responsible and obligated under the children's Act 2014 to ensure the safety and wellbeing of children in our care and community. At Eden we provide a safe space free from Physical, Emotional, verbal or sexual abuse. At Eden we provide a culture where teachers feel confident to raise issues of concern.

This policy outlines the boards commitment to child protection and recognises the important role and responsibility of all our staff in the protection of children.

**Belonging/ Mana whenua- Goal 2:** Teachers experience an environment where they know that they have a place.

Licensing Criteria for Early Childhood Education & Care Services 2008 Health and Safety: Child Protection

**HS31:** There is a written child protection policy that meets the requirements of the Vulnerable Children Act 2014.

The policy contains provisions for the identification and reporting of child abuse and neglect, and information about how the service will keep children safe from abuse and neglect, and how it will respond to suspected child abuse and neglect. The policy must be reviewed every three years.

### **DOCUMENTATION REQUIRED:**

A written child protection policy that contains:

provisions for the service's identification and reporting of child abuse and neglect;



information about the practices the service employs to keep children safe from abuse and neglect; and

information about how the service will respond to suspected child abuse and neglect.

A procedure that sets out how the service will identify and respond to suspected child abuse and/or neglect.

**HS32:** All practicable steps are taken to protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature).

**HS33:** No person on the premises uses, or is under the influence of, alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the service's hours of operation.

**GMA7A** Before a person is employed or engaged as a children's worker, as defined in the Children's Act 2014, a safety check as required by that Act must be completed. A detailed record of each component of the safety check must be kept, and the date on which each step was taken must be recorded, including the date of the risk assessment required to be completed after all relevant information is obtained.

These records must be kept by, or available to, the service provider as long as the person is employed or engaged. Every children's worker must be safety checked every three years. Safety checks may be carried out by the employer or another person or organisation acting on their behalf.

#### **DOCUMENTATION REQUIRED:**

A written procedure for safety checking all children's workers before employment or engagement of the worker commences that meets the safety checking requirements of the Children's Act 2014.

A record of all safety checks and the results.

## Definitions:

**Abuse:** the harming (whether physically, emotionally or sexually), ill-treatment, neglect or deprivation of any children. (vulnerable children's act, 1989)

Abuse can be: physical abuse, emotional abuse, verbal abuse, sexual abuse, neglect.

**Neglect:** the persistent failure to meet the basic physical or psychological needs of a child, leading to adverse or impaired physical or emotional functioning or development.

- Neglect maybe: Physical – failure to provide necessary basic needs of food, shelter or warmth.
  - o Medical – Failure to seek, obtain or follow through with medical care for the child
  - o Abandonment – leaving a child young person in any situation without arranging necessary care for them and with no intention of returning.
  - o Neglectful supervision – failure to provide developmentally appropriate or legally required supervision.
  - o Refusal to assume parental responsibility – unwillingness or inability to provide appropriate care for a child.
  - o Child abuse or neglect is not acceptable. Children need our protection.

Prevention is always better than needing a cure. Adults need to be vigilant and provide protection to the children in their care.

The ECE sector has a key role to play in providing a safe environment for children, free from physical, emotional, verbal or sexual abuse and also supporting families/whanau to protect their children.

If we believe a child is in immediate danger, our staff will phone New Zealand Police on 111. All staff is informed that anyone can report child abuse.

If we are concerned about the wellbeing of child, or want to discuss, report, or refer a concern, our staff will contact Oranga Tamariki:

Phone 0508 EDASSIST ( 0508 332 774)

Email [Edassist@ot.govt.nz](mailto:Edassist@ot.govt.nz)

If parents have concerns about the safety and wellbeing of a child then they should approach one of our staff. Discussions of such matters will need to take place in private.

Definition of Children's Worker:

Under the children Act 2014

- A children's worker is a person whose work "may or does involve regular or overnight contact with a child or children, and takes place without a parent/guardian of the child or of each child, being present".
- This will include all people on site in an early learning service when the service is operating, irrespective of whether a person is paid, voluntary, or trialling for a role. It is the nature of work with children without parental supervision which is most important. A visitor with unsupervised access to children in a centre is not allowed. Van drivers for pick-up/drop – off services are children's workers.
- Work means paid, or unpaid as part of educational or vocational training service.
- Regular or overnight contact means overnight, or at least once each week, or on at least 4 days each month.

**Under the Education Act:**

If a person will, or may have unsupervised access to children, then they will need to be police vetted as the Education Act requires this (see sections 319D-FE).

### **Education and training amendment bill (No3)**

- Changes to the Education and Training Act 2020 clarify the Police vetting provisions for non-teaching employees and contractors in licensed early childhood services and adults living in a home where home-based education and care is provided.
- The clarification of the existing law makes it explicit that service providers of licensed ECE services will need to consider the Police vet obtained for their non-teaching employees and contractors, and adults living in homes where home based ECE is provided, to assess any risk to the safety of children before those employees begin work or in the case of contractors, before they have unsupervised access to children.
- If neither of these requirements applies, the person is a visitor to our centre.
- It is mandatory to carry out safety checks, regardless of whether children's workers are core workers or non-core workers.

### **Child protection Commitment:**

- Eden Christian Kindergarten, the board of trustees and its employees agree to comply with the Child Protection policy and, if any, accompanying procedures in other organisations, schools or 'kura" in which they are working.
- Eden will ensure that there are procedures in place to identify and respond to allegations regarding abuse and that the confidentiality of all parties allegedly involved is upheld. Eden will ensure all records in relation to reports or investigations are filed confidentially of all parties allegedly involved is upheld.
- Eden will ensure all records in relation to reports or investigations are filed confidentially and kept on record for 7 years.

## **Procedures:**

- All staff and volunteers are expected to be familiar with this policy, its associated procedures and protocols and abide by them.
- Early Childhood Services Regulations state 1:10 Teacher to child ratios for children aged 2-5. Eden maintains higher teacher to child ratios than those specified by the 2008 Regulations.
- All employees at Eden Christian Kindergarten are made aware of this policy and how to raise issues of concern at the time of their induction. There is a section in the Employee Handbook titled "Child Protection policy" which is provided to teachers on employment, and this is also discussed during induction. This document supports team members to identify the signs and symptoms of potential abuse and neglect in order to take appropriate action in response. Further training and support will be offered if deemed necessary.
- Touch and physical affection are important for children's healthy development. If a child initiates physical contact to seek affection, reassurance, or comfort, it is appropriate to respond. Physical contact for changing or cleaning bodies, is also acceptable for that task only. It is not appropriate to force unwanted affection or touching a child. If any teachers or employees are concerned about ways other colleagues are interacting with children, they should raise it with the centre manager.

## **To ensure the safety of children and ensure their protection from abuse whilst in care, Eden Christian Kindergarten will:**

- Ensure all core workers or non-core workers are safety checked as appropriate and as prescribed by section 31 of the Children's Act 2014; (see safety checking policy)
- Ensure supervision and visibility of children at all times in all indoor and outdoor areas by at least two teachers and ensure no child or young person

is left unsupervised or in the supervision of any person who has not obtained the appropriate safety checks,

- Ensure awareness between all workers that it is a criminal offence for anyone to physically or sexually abuse a child; to cause permanent emotional damage, eg making a child feel constantly frightened, stupid, bad or threatened; provide inadequate supervision, food, clothing and shelter or to physically punish children in any way;
- Ensure awareness between all teachers and educators know never to use abusive, derogatory, humiliating language or inappropriately punish children by withdrawing food, rest, use of the toilet or locking in a room;
- Ensure that criminal and child protection safety checks when legally required are carried out on all workers performing work with or around children or young persons at least once every three years;
- Ensure teachers are trained on the early detection of child abuse, be able to observe for signs of child abuse and promptly report to management;
- Eden will provide professional development, resources and or advice to ensure all staff can carry out their roles in terms of this policy.
- Ensure all children's teachers are informed that mandatory reporting of child abuse is required if they have reasonable grounds to suspect that a child is at risk of harm by family, relatives, friends, caregivers, volunteers or employee's, due to:
  - o The child's basic physical or psychological needs not being met;
  - o Unwillingness or inability to arrange for the child to receive necessary medical care – the child has been, or is at risk of being physically or sexually abused or ill-treated;
  - o Incidences of domestic violence, and as a consequence, the child or young person is at risk of serious physical or psychological harm; and
  - o Behaviour towards the child which cause suffering or is at risk of suffering serious psychological harm.

- In the first instance it is to report child abuse concerns to management. If the teachers or management believe that a child is currently at risk of harm, they are legally required to make a report directly to the police or to a social worker from the Ministry for Children Oranga Tamariki.

**In investigating into the concerns, the board of trustees, manager and teachers must:**

- Ensure confidentiality in accordance with the privacy Policy so the child is not at further risk of abuse, suspected abuse, or at risk of being intimidated to change their story and so a wrongly accused adult does not suffer damage to reputation and/or livelihood;
- Do not interview children about suspect abuse without prior consent from their parents, caregivers, or advice from the Ministry of Education or a related agency;
- Know that the identity and confidentiality of reporters is confidential and that they are legally protected and cannot be prosecuted for reporting child abuse on reasonable grounds, in accordance with the appropriate regulations;
- Ensure all employees are trained in order to recognise and respond to suspected abuse and neglect. The training should ensure roles and expectations of adult behaviour with children meet professional requirements as this will assist with the personal safety of core and noncore workers;
- Be aware of cultural practices that can be misinterpreted as signs of abuse.

**Practices that keep tamariki and Kaiako safe:**

- Train and encourage workers to be aware of their own personal levels of tolerance and stress and to take regular breaks.
- Our playground, indoor play areas, sleep rooms and child bathrooms and changing areas are designed to ensure they can be readily observed by supervising teachers.
- Office doors are to be kept open if a child is in the room with only one adult.
- Parents/caregivers at Eden are encouraged to visit at any time during the day. Parents/caregivers settling children into the centre are encouraged to observe and take part in our programme until such time as they feel secure enough to leave.
- Only adults named on the enrolment form are able to collect children from the centre. If a child is to be collected by someone other than the persons on their enrolment form parents or legal guardians are required to give written permission to the management including their relationship to the child.
- No visiting student, volunteer or contractor is to be left alone with any children or group of children.
- Information regarding a child will be shared to both parents unless there are any custodial arrangements in place which will limit this.
- No visiting student or volunteer is to change or toilet any children without supervision.
- There is a zero tolerance for employees working at Eden under the influence of drugs or alcohol. If any parent arrives to pick up their child whilst suspected to be under the influence of drugs or alcohol, employees will use their discretion to decide if the child is safe to be driven by the parent. Teachers can offer to call another family member, but where drivers are non-cooperative, employees should call the police (111).



- All practicable steps are taken to protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature). See health and safety handbook.

#### **Children's natural curiosity about their bodies:**

- At Eden we understand at a very young age, children begin to explore their bodies. It is important to keep in mind that these behaviours are not sexually motivated but typically driven by curiosity and attempts at self-soothing. This is a normal part of development, especially between the ages three to six years.
- However, Kaiako need to provide guidelines to ensure the physical and emotional wellbeing of children is protected.
- Children keep their underwear or nappies on, unless they are getting their nappy changed, toileting, or changing their clothing. Children are changed in the bathroom area only.
- Teachers will notify parents of any inappropriate sex play involving their child.
- If needed strategies will be developed alongside parents if a child engages in unusually regular self-stimulation.
- At Eden teachers use language that promotes positive self-body image and awareness. Children will be encouraged to take ownership over their bodies and move away from play or say no if they feel uncomfortable and to inform a teacher.
- Teachers will intervene if curious body play is inappropriate or hidden from adults.

#### **Relationships with parents:**

- We will form good relationships with parents and beware of issues that make life extra hard for parents.
- We will monitor situations and offer help and support to parents/whanau where we can.
- We will make available and provide information and contact details of support agencies within our community.
- Our centre will share with parents' children who attend our centre our centre child protection policy.

**The Managers responsibilities:**

- Always prioritise the safety and wellbeing of the child. If a child's safety is in danger, the police will be called.
- Maintain confidentiality. Failure of staff to comply with this policy will be regarded as serious misconduct.
- Maintain and increase staff and parental awareness of how to prevent, recognize and respond to abuse, including learning about appropriate touching.
- Carrying out staff safety checking (including Police Vetting) in accordance with Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.
- A supervision Policy is in place. Unauthorised persons are not left unsupervised with children. Give no persons other than employed staff over the age of 17 years, tasks that involve nappy changing, toileting or responsibility for the supervision of children.
- Ensure that staff and other adults visiting or working in the centre are well supported and visible in the activities they perform with children. While the centre respects the privacy of our children, staff and visitors, visibility will be given priority to ensure the safety of all concerned.

- Understand Safe Practice: Respond appropriately to a child who initiates physical contact in seeking affection, reassurance or comfort. It is not appropriate to force any form of unwanted affection/touching on a child. Touching should not be initiated to gratify adult needs. Physical contact during the changing or cleansing of children must be for the purpose of that task only and not be more than is necessary for the job.
- Ensure no child is taken from the centre by any staff member or adult, without the permission of a parent, except in the case of an emergency.
- Maintain appropriate records.
- Ensure the centres procedures protect staff from unjustified allegations of abuse.
- Ensure the centre has educational and informational resources for children and adults on child abuse.
- Should a neglect or abuse situation occur or come to the attention of the centre, and should a report/referral to Oranaga Tamariki or Police be made, the centre is also under an obligation to report the matter to the Ministry of Education (HS34).

**Kaiako will:**

- Always prioritise the safety and wellbeing of the child. If a child is in danger, the police will be called.
- Familiarise themselves with this centre policy.
- Immediately notify the Manager if they observe signs of child abuse or anyone reports to them any suspicions of child abuse of children at the centre, or a pattern of neglect or concerns is identified.
- Maintain confidentiality. Failure of staff to comply with this policy will be regarded as serious misconduct.

- Understanding Safe practice: Respond appropriately to a child who initiates physical contact in seeking affection, reassurance or comfort. It is not appropriate to force any form of unwanted affection/touching on a child. Touching should not be initiated to gratify adults needs. Physical contact during the changing or cleansing of children must be for the purpose of that task only and not to be more than is necessary for the job.
- Never take a child from the centre without the permission of a parent, except in the case of an emergency.

**Preventing contact, identifying, and responding to suspected abuse:**

**Preventing contact:**

- If you suspect someone of child abuse, you must prevent them from coming into contact with our service. We may need to exclude them from our premises (see regulation 56).
- People who are unwell could be unwell physically or mentally. If you suspect someone of being physically or mentally unwell in a way that could pose a risk to children, we will prevent them from our premises (see regulation 57).

**Physical or mental unwellness includes:**

- Any physical or mental condition that could be dangerous (for example, stange or disturbing behaviour, aggression).
- Any infectious or contagious disease or condition (for example the flu or COVID-19).

**Alcohol or drugs:**

- We will ensure that no adults in our service community are abusing or are under the influence of alcohol or any other substance that has a detrimental

effect on their behaviour or ability to function during service operational hours (including drop offs and pickups). This applies to any adult in our service community.

### **Allegations about an Eden Christian Kindergarten Employee:**

#### **The following measures will be taken by all teachers regarding suspected abuse:**

- All allegations of child abuse will be taken seriously. Any ill-treatment and seclusion of children by persons employed or engaged at Eden is prohibited, as per the Education and Training Act 2020 (24) (1) (2); Prohibition on corporal punishment and seclusion in early childhood services.
- If any team member sees a child being abused, observes signs of abuse, or a child reports being abused, we will follow the reporting process of child abuse. As detailed in the conclusion of this policy.
  - o If a child makes a verbal disclosure of abuse to a team member, that staff member will have a conversation with the child to reassure the child, and they will tell the child that they believe them.
  - o Team members can use open ended prompts, such as 'tell me more' to gather information, but will not interview the child, ask leading questions, put words into their mouths or ask them to give more information than they are willing to share.
  - o Disclosures can also come in the form of behaviour, or through comments from other children and adults, and in these cases written observations will be recorded in the concerns record and discussed with the centre manager.
  - o Written documentation is kept on any issue or incident of concern Teachers may note about a Child. Full, relevant, contextual factors are recorded in a confidential incident section on safety nest.

- Any person can report suspected abuse to Oranga Tamariki or the Police and will not be prevented from doing so. The centre manager, or board of trustees will be consulted as appropriate.
- The centre manager will immediately take steps to protect the child and record the report. If the centre manager feels there is reasonable cause to believe a tamaiti is unsafe, she/he will report it to Oranga Tamariki) - 0508 FAMILY (0508 326 459).
- If team members have told the centre manager about their concerns for the wellbeing of a child, but do not feel that the centre manager has taken appropriate action, they will inform the board of trustees.
- If there are any allegations of abuse or ill-treatment of a child by a Eden employee, the authorities will be informed immediately, and the employee will be suspended while the matter is investigated. Procedures to follow will align with the individual's employment agreement and actions stated in Eden Employee Handbook.
- The child abuse issue and employment issue will be treated separately with different persons investigating, the manager and board of trustees.
- Eden will make a mandatory report to the Teaching Council if required.

**Competent and supported staff:**

- We make sure all staff know and understand what abuse and neglect are, and how to recognise indicators (see appendix 1).
- We make sure that all staff know and understand that corporal punishment and seclusion of children are strictly prohibited in our centre, in line with Section 24 of the Education and training Act 2020.
- We encourage our staff to talk to someone experienced, for a different point of view, or for ideas about how to support families/whanau. We also have these contracts readily displayed on our notice board.
  - Parent help – 0800 568856

- Oranaga Tamariki – 0508326459
- Are you Ok – 0800 456 450 (Family Violence Information line)
- Plunket Helpline on 0800 933 922

## Privacy

The Privacy Act, 2020 and the Oranga Tamariki Act, 1989 allow information to be shared to keep children safe when abuse or suspected abuse is reported or investigated. Any person disclosing information in good faith regarding suspected abuse, will be assured the protection afforded by law that no civil, criminal or disciplinary proceedings may be brought against them.

The Privacy Act, 2020 allows professionals to share information about children and young people with other professionals when they have a serious concern for their wellbeing. Sharing information must contribute to prevention or reduction in harm or contribute to an assessment of risks and needs for the children. All information will be kept confidential with the parties concerned and concern records kept secure.

Identifying and reporting real or potential cases of harm to children

**For further information and contact details for agencies providing assistance:**

<http://www.education.govt.nz/early-childhood/child-wellbeing-and-participation/child-protection/>

<https://www.education.govt.nz/early-childhood/child-wellbeing-andparticipation/child-protection/#reporting>

**Anyone can report child abuse. If a child is in danger, call 111.**

Responding to a child when the child discloses abuse or when there are concerns about abuse or neglect – a phone call to Oranga Tamariki to discuss appropriate next steps.

Responding to more general concerns about the wellbeing of a child, where referral to the statutory agencies (Oranga Tamariki or the Police) is not appropriate -e.g., referral to a family/whanau support agency in the community, such as social workers in Schools, Strengthening Families or Whanau Ora is more appropriate.

**Process of responding to a child when the child discloses abuse:**

<p>1) Listen to the child</p>	<p>Disclosures by children are often subtle and need to be handled with particular care, including an awareness of the child’s cultural identity and how that affects interpretation of their behaviour and language.</p>
<p>2) Reassure the child</p>	<p>Let the child know that they:</p> <ul style="list-style-type: none"> <li>• Are not in trouble.</li> <li>• Have done the right thing.</li> </ul>
<p>3) Ask open-ended prompts – e.g., “what happened next?”</p>	<p>Do not interview the child (in other words, do not ask questions beyond open prompts for the child to continue). Do not make promises</p>



	that can't be kept, e.g., "I will keep you safe now".
4) If the child is visibly distressed	Provide appropriate reassurance and reengage in appropriate activities under supervision until they are able to participate in ordinary activities.
5) If the child is not in immediate danger	Re-involve the child in ordinary activities and explain what you are going to do next.
6) If the child is in immediate danger	Contact the Police immediately

**Relates to:**

Employee handbook, supervision policy, custodial policy, Health and safety handbook. Safety checking policy, ICT policy

**Reference to:** Vulnerable Children's Act, 2014 + Oranga Tamariki Act 1989 + Family Violence Act, 2018 + The Privacy Act 2020 + UNCROC.

## Appendix A: Reporting Process for Child Abuse

If you see a child being abused, or you observe signs of abuse in a child or a child report of being abused.

Respond to the needs of the child.  
Ensure the child is safe from immediate harm. Call the police if the child is in immediate danger.  
Attend to any physical or emotional needs distress in the child - take to hospital if required.  
Listen to the child and reassure them.

Are you a  
staff  
member?

Are you  
in  
charge?

Call the  
police if  
the child is  
in danger.

person in charge

Immediately inform your manager. If the suspected abuser is your manager, inform the board chair or trustees.  
You can also contact Oranga Tamariki on 0508326459

Prepare a record.  
Record  
Date, time, and place of observation/reporting of abuse Names of anyone present.  
What happened or was alleged. Be clear. What the child said or did -exactly. Any physical or behavioural signs of abuse.  
What immediate action was taken.  
GIVE THIS TO YOUR MANAGER.

Gather information.  
Ensure you have a full report from the person who identified the abuse. Offer them support. Get them to sign the report. Tell them what actions you will take. Ring Oranga tamariki 0508326459 or plunket line (0800 93392) and discuss our concerns. Oranaga tamariki will tell you if you need to do a formal report about your concerns.

### Report Abuse

Ring Oranga tamariki on 0508 326459 and tell them: (If it is an emergency, ring the Police child abuse team). Your own name and contact details, name of child has been abused, other significant background information, any concerns for your physical safety in making this notification.

## Appendix B: Risk factors of Child abuse

**Issues in the home that teachers or centre staff might become aware of, that might lead to abuse and neglect include:**

- Parents with money problems, being out of work
- Overcrowding or housing struggles
- Parents with stress
- Child with special needs
- Parents isolated from friends, family and whanau
- Parents with a history of depression or other mental illness
- Parents separating

**Early signs that can lead to abuse and or neglect can be:**

- Parent has a drug, alcohol or gambling problem
- Parent does not engage with their child or has a difficult relationship with them
- Child doesn't have enough clothes on and is often cold and hungry
- Child has unexplained or changeable emotions (e.g. Withdrawn or depressed)
- Parents frequently yell at, swear at or shame a child
- Child seems scared of a particular adult.

**Parental factors:**

- Parent has already abused a child.
- Pregnancy was not wanted.
- Parent has a background of abuse when growing up
- Young, unsupported mother often with low education
- Parents have unrealistic expectations of the child and lack parenting knowledge.
- Parent is isolated and has few supports.
- Parent has a mental illness or is abusing drugs or alcohol.

**Environmental factors:**

- Overcrowding in the house
- Poverty or lack of opportunity to improve the family's resources.
- Family violence is present.
- A non-biological adult living in the house.
- Family is experiencing multiple stresses.

**Source:** <http://www.childmatters.org.nz/insights/risk-factors/>

## Food and Nutrition Policy

**Rationale:** To ensure that all food and drink provided for children at Eden Kindergarten is appropriate for their health needs. To provide advice on how to manage any risks associated with providing food at Eden including food that is provided by parents/whanau for children to have while at kindergarten.

**TE WHĀRIKI Well-being/ Mana atua- Goal 1:** Children experience an environment where their health is promoted.

**Licensing Criteria for Early Childhood Education & Care Services 2008 Health and Safety:**

### Food and Drink

**HS19** Food is served at appropriate times to meet the nutritional needs of each child while they are attending. Where food is provided by the service, it is of sufficient variety, quantity and quality to meet the nutritional and developmental needs of each child. Where food is provided by parents, the service encourages and promotes healthy eating guidelines.

**DOCUMENTATION REQUIRED:** A record of all food served during the service's hours of operation (other than that provided by parents for their own children). Records show the type of food provided and are available for inspection for 3 months after the food is served.

**HS20** Food is prepared, served, and stored hygienically.

**HS21** An ample supply of water that is fit to drink is available to children at all times, and older children are able to access this water independently.

**HS22** Children are supervised and seated while eating. Where food is provided by the service, foods that pose a high choking risk are not to be served unless prepared in accordance with best practice as set out in Ministry of Health: Reducing food-related choking for babies and young children at early learning services. Where food is provided by parents, the service promotes best practices as set out in Ministry of Health: Reducing food-related choking for babies and young children at early learning services and must provide to all parents at the time of enrolment a copy of Ministry of Health: Reducing food-related choking for babies and young children at early learning services.

**Procedures on enrolment:**

Whānau receive a copy of Reducing food-related choking for babies and young children as a part of the enrolment pack, accessed here: <https://www.health.govt.nz/publication/reducing-food-related-choking-babies-and-young-children-early-learning-services>

- Whānau are required to notify Eden Christian Kindergarten of any food allergies their child is affected by.
  - o Whānau are to provide medical evidence of this allergy.
  - o The Administrator is responsible for putting these details on Discover, and displaying and updating the record kept on the wall in the kitchen.
  - o Kaiako will use alternative ingredients and substitutes when needed.
  
- Whānau are required to sign as a part of the enrolment process to say that they have read, and understand the Reducing food-related choking for babies and young children as supplied by the Ministry of Health.
  
- Whānau are told that Eden Christian Kindergarten is a NUT FREE KINDERGARTEN during their induction into Kindergarten. It is in the enrolment form, and a part of the induction interview kaiako have with whānau.
  - o No nuts or products containing nuts are to be bought to Kindergarten for consumption.

- This includes but is not limited to, NUT products brought to kindergarten in children's lunchboxes.
- Any gifts given to teaching staff.
- Any food prepared at Kindergarten.
- In the event of a nut product discovered in lunchboxes, this will be put in a named plastic bag, and kept in the kitchen on the notice board, to be taken home by whānau upon pick up.

### **Food and drink supplied by whānau:**

- Whānau are to provide a lunchbox, with enough food for their child to eat during a day at Eden Kindergarten.
- Lunchboxes are to be placed on the shelves near the kitchen, and drink bottles are placed on the blue trolley.
- Whānau are required to put any perishable foods in the fridge, on the 'morning tea' or 'lunch' trays.
- Tamariki are only allowed to eat and drink from their own lunchboxes and drink bottles.
- Meal times are: rolling morning tea between 10-10:30, lunch at 12:30 and a rolling afternoon tea from 2-2:30.
  - If a child does not have enough food, Kaiako can use bread and spreads kept at Kindy to provide sustenance for the child.
  - If this becomes regular, Kaiako mention to whānau that their child might need more food packed for a day of exploration at Kindy.
- Whānau are also required to bring a named drink bottle, full of water for keeping hydrated.
  - Kaiako refill these at the request of children and when needed.

- Tamarii who need a drink bottle for the day will use one supplied by Eden Kindergarten. This will be named for the day, filled with fresh water and kept on the water trolley.

#### **Practices implemented to ensure safe practices at kai times:**

- Tamariki are required to wash and dry their hands before they eat.
- Kaiako and tamariki must be seated while they are eating. No one is permitted to eat while they are walking or running.
- Kai tables are set for purpose, with a table cloth and rubbish bins.
- Kai can also be eaten as a picnic under the tree, or at another table, as long as it has been set with table cloths, and is being used as a space for eating kai in those moments.
- Kaiako sit with tamariki at the kai tables, and are actively involved in supervising. Appropriate ratios are kept while Kaiako supervise tamariki eating.
- Kaiako remind tamariki to sit up straight, and eat their food at a reasonable pace that is safe for digestion.
- Kaiako encourage tamariki to expand their self-help skills over time, and as is appropriate, opening and using their own drink bottles, and opening and consuming their own food.
- Kaiako model positive attitudes towards healthy food.
- Kaiako actively minimise distractions, encouraging tamariki to focus on their kai.
- Kaiako all hold an active first aid certificate, and know what to do in event of choking.

#### **Practices implemented when cooking/ baking/ preparing food as a part of a learning experience:**

- A copy of “how to alter high risk foods to lower choking risk” is displayed in the kitchen and referred to by Kaiako as a guide for safe food preparation practices.



- 
- Kaiako will check the allergies chart and make sure that any food they are going to be using is safe, or take steps to ensure all learners are safe during the process.
- Kaiako are aware of the Reducing food related choking, and ensure that they adhere to the requirements when they are cooking/ baking or preparing food. Any food used needs to meet the Ministry of Health Guidelines.
- Kaiako will choose healthy and nutritious recipes to promote healthy eating.
- Kaiako and tamariki must wash and dry their hands before preparing food.
- Kaiako set up the space they are using, ensuring it is hygienic, clean, free of pests and safe for food preparation.
- Kaiako keep a record of any food that is cooked/ baked/ prepared with tamariki, including a list of ingredients. These records are to be kept for 3 months.
- Food is stored in clean and sealed containers. If needed, stored in the fridge at or below 4degrees. (A thermometer is kept in the fridge, and the temperature is recorded daily as a part of the Daily safety checks).

#### **Hot drinks:**

- Hot drinks are not permitted on the teaching space unless they are in lidded cups.

#### **Birthdays and Celebrations:**

- At Eden, birthdays are a much-loved ritual. If whānau wish to celebrate their child's birthday with special food, they may provide lemonade ice blocks to be shared with the kindy children.
- Unfortunately, due to many of our children having food allergies, birthday cakes or homemade food items aren't allowed.
- Food can be shared at culturally significant occasions.

**Nutrition Information:**

- A healthy guideline for lunchboxes is added in enrolment packs.
- When appropriate and necessary, Kaiako source material for whānau to share healthy recipes and ideas.

**Links to:**

Ministry of Health's Healthy Food and Drink guidance for Early Learning Services (MOH, 2020),  
Reducing food-related choking for babies and young children at Early Learning Services (MOH, 2020)

**Date approved:** January 2024

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## Cleaning Procedures

**Rationale:** Keeping the childcare environment clean and orderly is very important for health, safety, and the emotional well-being of staff, children and their families.

One of the most important steps in reducing the number of germs (micro-organisms such as bacteria, viruses and protozoa) in a childcare setting, and therefore the spread of disease, is the thorough cleaning of surfaces that could possibly pose a risk to children or staff. Surfaces considered most likely to be contaminated are those with which children are most likely to have close contact. These include toys that children put in their mouths, cot rails, food utensils, cups and plates, and surfaces likely to become very contaminated with germs, such as nappy-changing areas and toilets.

**Licensing criteria for early childhood education and care services.**

**Hygiene HS1-** Premises, furniture, furnishings, fittings, equipment, and materials are kept safe, hygienic, and maintained in good condition. HS2 # Linen used by children or adults is hygienically laundered.

**DOCUMENTATION REQUIRED:** A procedure for the hygiene hygienic laundering (off-site or on-site) of linen used by the children or adults.

**General cleaning of environment and resources:**

- General cleaning will be carried out daily at Eden Christian Kindergarten.
- Eden employs a cleaner who cleans for two hours daily. This is to keep the learning environment, the bathrooms and the kitchen clean and hygienic.

- Kaiako will complete cleaning when necessary to ensure equipment and resources remain safe and hygienic. This might be in response to an outbreak, or a specific circumstance.

### **Rubbish and Recycling:**

- The cleaner is responsible for efficient rubbish removal and emptying of all rubbish bins into the skip bin on a daily basis.
- The skip bin is collected weekly on a Thursday and can also be emptied more frequently by request (JJ's Waste and Recycling 3923000).
- A feminine hygiene unit is kept in the adult toilet; this is supplied and serviced each month. (Rentokil Initial – 04 2320810).
- Food scraps are collected in lidded containers in the kitchen. These can be fed to the worm farm/ or taken for chicken food by someone in the community.
- Large recycling bins – for paper, plastic and tin - are located outside the teaching office, along with a smaller recycling bin for glass. Recycling bins are collected fortnightly. (Manawatu District Council – 06 323 0000). Collection cycle dates are displayed in the Cleaning Cupboard.
  - o The cleaner is responsible for placing bins out on the kerb and returning them to Eden property.

### **Cleaning Products and Equipment:**

- All cleaning products and equipment will be stored in a separate room “Cleaning Cupboard”.
- This room will be kept locked at all times when children are onsite.
- Kitchen cleaning products may also be stored in a child-proofed cupboard in the kitchen.

- Suitable commercial grade cleaning chemicals are used to ensure appropriate disinfecting of surfaces and equipment.
- A list of current products and product uses will be displayed in the Cleaning Cupboard at all times.
- Cleaning cloths will be colour-coded and stored separately by use (see below). These will be changed by the cleaner at least weekly.
- The manager and/ or administrator is responsible for the purchasing of appropriate chemicals and their adequate supply as advised by the cleaner.
- Nappy bin liners and other general cleaning items are purchased by the manager or administrator.

Cleaning Cloth Colour	Designated Use
Anti-bacterial wipes	Toilets
Blue	Tables, benches, basins & easels
Green	Floor

#### **Floor Cleaning:**

- Carpets and floors are cleaned when needed (at least once a year).
- The manager and/or administrator are responsible for co-ordinating and ensuring this work is carried out.

#### **Lawn & Garden Maintenance:**

- Spraying of all edges for weeds, spraying of lawns for weeds, fertilising, mowing & gardening is undertaken on a regular basis.

- The manager may vary the timing of mowing to reflect seasonal need. Additional gardening work may be requested by the manager.

**Sandpit Cleanliness:**

- Sandpit is covered every afternoon to prevent animal contamination such as faeces or inappropriately.
- The Manager is responsible for ensuring the sandpit is dug over and disinfected each year; this is normally done by a solution of 500ml of Janola bleach per 10 litres of water in a watering can is watered over the sandpit after it has been dug over.

**Polices relates to:**

Health and safety

Nappy and toileting

**Reference to:**

Cleaning and disinfecting guidelines for early childhood education services 2019

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## Linen Laundering Policy

### **Rationale:**

To ensure that linen and cloth materials used by adults and children at Eden are hygienically laundered and do not pose any health risks. The following procedures are designed to align with Health and Safety practice requirements of the 2008 regulations.

**Well-being/ Mana atua - Goal 1:** Children experience an environment where their health is promoted.

**Hygiene HS1-** Premises, furniture, furnishings, fittings, equipment, and materials are kept safe, hygienic, and maintained in good condition. HS2 # Linen used by children or adults is hygienically laundered.

**DOCUMENTATION REQUIRED:** A procedure for hygiene.

**Purpose:** to always comply with relevant legislation to ensure we provide a safe and healthy environment for all kaiako, tamariki, and whānau.

### **Procedures:**

- Kaiako will launder washing when and as required.
  - o Towels that are used for wiping up the floor and wet resources are washed daily after use.
  - o Dark blue towels are only for bodies, and these are washed separately.
  - o Kindy hats are washed daily after use, in a cycle on their own.
  - o Dress ups, baby clothes, activity mats, blankets for are all washed as needed, and in their own cycles.
  - o Facecloths are washed after every use.

- Kai table cloths are washed daily, or as needed.
- **All washing will be done with hot water, and laundry detergent.**
- Care is taken not to overfill the washing machine or dryer.
  - The dryer filter is checked and emptied after every use.
- The washing machine and dryer are not to be accessed by any child at any time.
- There are NO facilities for washing cloth nappies, these will be placed in a wet bag and returned to whānau for washing.
- The laundry policy will be placed on the wall for kaiako and cleaners to see.

**Date approved:** January 2024

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## Medicine Administration Policy

**Rationale:** At Eden Christian Kindergarten the needs of each child are paramount in the decisions we make. On occasion we are required to administer medicines to children in attendance.

**Te Whariki Wellbeing/ Mana atua - Goal 1:** Tamariki experience an environment where their health is promoted.

**Licensing Criteria for Early Childhood Education & Care Services 2008. Health and safety practices criterion H28** Medicine (prescription and non-prescription) is not given to a child unless it is prescribed by doctor or ambulance personnel in an emergency; or by the parent of the child; or with the written authority (appropriate to the category of medicine) of a parent. Medicines are 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.

### **Documentation required:**

1. A record of the written authority from parents for the administration of medicine in accordance with the requirement for the category of medicine.
2. A record of all medicine (prescription and non-prescription) that is given to children attending the service. Records include; the name of the child; name and amount of medicine given; date and time medicine was administered and by whom; and evidence of parental acknowledgement.

### **Procedure:**

- Eden Christian Kindergarten will request information about medical conditions from parents/guardians on enrolment forms.

- This includes notifying parents that training and written authority must be obtained from them before Eden Kaiako are able to administer any medicines.
- Permission for Kaiako to administer centre-provided sun-screen, face paint, arnica cream and anthisan is checked on enrolment.
- Whānau are required to share with Kaiako if their child has had any medication prior to arriving at Eden for a day of learning.
- Any child who requires pain relief, is not permitted to attend Eden Kindergarten, and is to remain at home until they are fit to return.
- Any child who is taking antibiotics, must remain at home for the first 24 hours of taking their antibiotics. If they are well enough after this time, they are welcome to come back to Eden Kindergarten.
- A record of training and information required to administer specific medications is kept in the medicine folder in the cupboard above the fridge.

#### **Administration of medication:**

When a child requires the administration of medication during a day at Eden Kindergarten, whānau are required to fill in a form, detailing, the name of the child, name of the medication, time and amount to be administered, who it was administered by and who verified the administration. Whānau and Kaiako both sign, and then whānau are also required to sign on pick up, to acknowledge the time their child was administered the medication they required.

- No child shall be given medicine unless there is a record entered in the medicine register or a child's personalised action plan which specifies all details and has been clearly authorised by the parent or caregiver.
- Kaiako will ONLY administer medication that is signed by whānau.
- Kaiako will ONLY administer medication that is bought in that clearly shows the original packaging and expiry date.

- Kaiako will ONLY administer medication that has been prescribed to the child and is labelled clearly with their name, date of birth, and instructions for administration.
- On each occasion that medication is administered, the teacher administering the medicine will ensure that the details specified are accurately and promptly recorded in the Medication Register.
- All medication is kept out of reach of children.
- Depending on the need, it is stored in the cupboard above the fridge, in the fridge if required, in the first aid kit, and in the bathroom as required, all places that are inaccessible to children.

#### **Record of medication kept:**

- A record of medicine administration is kept in a folder in the cupboard about the fridge.
- This records all categories of medication.
- Kaiako regularly check the expiration dates of medication, and expired medication is returned to whānau.

#### **Chronic illnesses:**

- Where a child suffers from a chronic illness, Eden Kindergarten will invite parents to meet with staff.
- They will discuss and develop a personalised action plan outlining the condition, training that is needed for staff and actions to be taken in the event of illness.
- Copies of all children's individual chronic illness records and personalised action plans will be kept along with medicines in the cupboard above the fridge.
- This folder is only accessible to teachers. We also display illness/allergies on kitchen wall.

**Relates to:** Illness policy

**Date approved:** January 2024 **Review date:** January 2025

## Appendix A: Categories of Medication

### **Category (i) medicines**

*Definition:* A non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray, etc.) that is:

- not ingested;
- used for the 'first aid' treatment of minor injuries; and
- provided by the service and kept in the first aid cabinet.

*Authority required:* A written authority from a parent given at enrolment to the use of specific preparations their child for the period they are enrolled. The service must provide (at enrolment, or whenever there is a change) specific information to parents about the Category (i) preparations that will be used.

### **Category (ii) medicines**

*Definition:* A prescription (such as antibiotics, eye/ear drops, etc.) or non-prescription (such as paracetamol liquid, cough syrup, etc.) medicine that is:

- used for a specified period of time to treat a specific condition or symptom; and
- provided by parent for the use of that child only, or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.

*Authority required:* A written authority from a parent given at the beginning of each day the medicine is administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

### **Category (iii) medicines**

*Definition:* A prescription (such as asthma inhalers, epilepsy medication, etc.) or non-prescription (such as antihistamine syrup, lanolin cream, etc.) medicine that is:

- used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema, etc.); and
- provided by a parent for the use of that child only.

*Authority required:* a written authority from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of

medicine), how (method and dose), and when (time or specific symptoms/circumstances) the medicine should be given.

Appendix B:

Appendix C:

Appendix D:



## Illness Policy and Procedures

**Rationale:** All practicable steps are taken to ensure that children and adults at Eden do not come into contact with any person on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them. Specifically any child who becomes unwell while attending Eden Kindergarten is kept at a safe distance from other children to minimise the spread of infection and returned to the care of a parent or other person authorised to collect the child without delay.

**HS25** There is an adult present at all times for every 25 children attending) or part there of that:

- Holds a current first aid qualification gained from a New Zealand Qualification Authority accredited first aid training provider; or
- Is a registered medical practitioner or nurse with a current practising certificate; or
- is a qualified ambulance officer or paramedic. If a child is injured, any required first aid is administered or supervised by an adult meeting these requirements.

**DOCUMENTATION REQUIRED:** Copies of current first aid (or medical practising) certificates for adults counting towards this requirement.

**HS24** Rooms used by children are kept at a comfortable temperature no lower than 18°C (at 500mm above the floor) while children are attending.

**HS26** All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them. Specifically:

- the action specified in Appendix 2 is taken for any person (adult or child) suffering from infectious diseases; and

- children who become unwell while attending the service are kept at a safe distance from other children (to minimise the spread of infection) and returned to the care of a parent or other person authorised to collect the child without delay.

**HS27** All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent of what has happened.

**DOCUMENTATION REQUIRED:**

1. A record of all injuries, illnesses and incidents that occur at the service. Records include:
  - the child's name;
  - the date, time and description of the injury, illness or incident;
  - actions taken and by whom; and
  - evidence that parents have been informed.
2. A procedure outlining the service's response to injury, illness and incident, including the review and implementation of practices as required.

**HS30** Children are washed when they are soiled or pose a health risk to themselves or others

**Notification HS34** Where there is a serious injury or illness or incident involving a child while at the service that is required to be notified to a specified agency, the service provider must also notify the Ministry of Education at the same time.

**DOCUMENTATION REQUIRED:** A copy of the notification sent to the specified agency.

**Te whariki Well-being/ Mana atua - Goal 1:** Tamariki experience an environment where their health is promoted.

- Ambulance (111) to be rung at any time through this process if further medical treatment is required.
- Phone number for Health line: 0800 611 116, if you need advice.

If your child is absent from the centre due to illness, please notify Eden Kindergarten as soon as possible. A sickness log is kept to track sicknesses and view any patterns.

**Procedures for children who are unwell/ whānau communication:**

- If whānau have concerns that a children may be unwell, and unsure if their child should attend, we encourage parents/whanau to ring Eden Kindergarten and discuss signs or symptoms with Kaiako.
- Information regarding child well-being should be shared with Kaiako upon arrival at the centre.
- If your child requires painkillers like paracetamol they can not attend Eden until they do not require pain relief.
- This allows Kaiako to be vigilant and alert to any changes in behaviour, or signs or symptoms of illness, and can respond to children's needs promptly.
- Children who are prescribed antibiotics for any illness should not return until at least 24 hours after treatment has started or at the centre manager's discretion. Taking prescribed antibiotics does not automatically ensure your child is well enough to resume attendance.
- Eden Christian Kindergarten reserves the right to request a medical certificate from a health professional before allowing a child to return following illness.

**Procedures for children who become unwell while at Eden Kindergarten:**

- If a staff member is concerned for a child's health or wellbeing and they feel a child needs medical attention, the parent/whanau will be contacted to collect their child immediately to seek professional advice.
- If a teacher or a child shows signs of being unwell their details must be recorded on the "Illness Record" on Safety Nest or in the "Illness Log" with parent or teacher signing it.

- If a child becomes unwell while at the centre, parents or caregivers will be notified and asked to collect them as soon as possible. If the child cannot go home immediately, they will be separated from other children, constantly monitored and provided with plenty of water.
- If a fever is suspected layer(s) of clothing and footwear will be removed and a tepid cloth applied to the child's head. The centre thermometer may be used to gauge temperature; a temperature of higher than 37.5 degrees is understood to indicate a fever. If your child has a temperature of 37.5 degrees they will be sent home. This information will be relayed to parents/caregivers.
- If a child is physically sick, they will be washed and changed and parents notified immediately. The shower and bathroom areas and any other kindergarten spaces affected will be cleaned with a diluted disinfectant (bleach in a 1:10 part ratio) or a hospital grade disinfectant to prevent the spread of infection.
- If a child has any sores and weeping cuts, spots and scratches are covered at all times in all environments, and we will encourage children not to scratch or pick at them. If wounds cannot be covered, the child or staff member should stay at home until they have healed.
- Parents will be notified immediately if their child develops diarrhoea and will be asked to take the child home. Persons will be excluded from the centre for 48 hours from their last episode of vomiting and diarrhoea.
- If required, staff to get spill kit containing PPE (disposable gloves, aprons, gloves) to be worn and disposed of appropriately after use. If required, contaminated clothing will be removed, put in a wet bag and put with the child, their bag and their collected items awaiting collection.
- Staff to fill in Illness report via 'safety nest' and get parent to sign it before they leave the centre.
- When the child is collected, a staff member to relate relevant information and to confirm the exclusion period that relates to the condition.

### **Procedures for keeping Eden Kindergarten healthy for all those who attend:**

- Kaiako will regularly check the temperature of the rooms used by children to ensure they are kept at a comfortable temperature no lower than 18°C (at 500mm above the floor) while children are attending.
- All staff members have a duty to report to the Manager (or person responsible) immediately where they have reason to suspect any adult or child is attempting to or has come on to the premises during operating hours and is considered infectious or has a contagious disease, or condition, physical or mental health that presents any risk of danger to children or other adults.
- We will exclude any person employed or engaged in the service from coming into contact with children if we have reasonable grounds to believe that the person:
  - o Is in a state of physical health that presents any risk of danger to children.
  - o Is in a state of mental health that presents any risk of danger to children.
  - o Has an infectious or contagious disease or condition (Reg 57 (2) (a) and (2) (b); Health and Safety of children).
- If unsure staff will refer to the list of all infectious diseases which is displayed on the adult toilet door, in the children's bathroom and is also attached to this policy (attached in appendix b). The recommendations on this sheet will be strictly adhered to.
- The person responsible will advise that person that they are to leave immediately.

### **Long term illnesses:**

- Individual health plans will be written in consultation with parents for children who suffer from Asthma, Epilepsy, specific allergies, or other medical conditions.

### **Procedures for communication with other agencies:**

- Outbreaks of acute gastroenteritis are notifiable under the Health Act. This means if more than the usual number of children are away from the centre, around the same time and with similar symptoms of diarrhoea and/or vomiting, the Manager or person responsible is required to advise a Health Protection Officer (06 350 9110). The Manager or Person Responsible will then contact the Ministry of Education. (0800 848 326) as an outside agency has been contacted.
- When there is an outbreak (over 15% of the roll ill), Eden Christian Kindergarten will contact Regional Public Health for advice and support.
- If parents/ emergency contacts cannot be contacted, and the decision has been made by staff that the child requires medical treatment, then 2 staff will accompany them to the doctors and 1 in an ambulance. Messages will be left for the parents / emergency contacts.
- If required to notify due to a serious injury, illness, incident or allegation we will notify the specified agencies government or statutory body we are required to notify. These may include but is not limited to; The New Zealand Police, the Ministry of Health, Oranga Tamariki, Worksafe New Zealand, the teaching Council, office of the privacy commissioner, and the Ministry of Education. (See flow chart in appendix a).
- Eden Christian Kindergarten reserves the right to close the centre in the event of a flu pandemic or other public health emergency.

**Related policies:** Toileting Policy + Linen Laundering Policy

**Date approved:** July 2024      **Review date:** July 2025

## Appendix A: Event report on Safety Nest

Appendix B: Illness report on safety nest



## Appendix C: infectious diseases

## Accident or incident policy

**Rationale:** The purpose of this policy is to ensure; the health and safety of all children, staff and visitors to the centre is maximised. At Eden Christian Kindergarten all employees and others must take steps to ensure their own safety at Eden. All persons at Eden have a duty to take reasonable care for their own health and safety, and care that their own actions do not adversely affect the health and safety of others. This policy should be read in conjunction with the health and safety handbook and Work Act 2015.

**Te Whāriki Wellbeing/ Mana atua - Goal 3:** Children experience an environment where they are kept safe from harm.

### Licensing Criteria for Early Childhood Education & Care Services 2008

**HS27** - All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill and to notify a parent of what has happened.

**Documentation required:** A record of all injuries, illnesses and incidents that occur at the service. Records include: the child's name; the date, time, and description of the injury, illness or incident; actions taken and by whom; and evidence that parents have been informed. A procedure outlining the service's response to injury, illness and incidents, including the review and implementation of practices as required.

**Notification HS34** - Where there is a serious injury or illness or incident involving a child while at the service that is required to be notified to a specified agency, the service provider must also notify the Ministry of Education at the same time.

**DOCUMENTATION REQUIRED:** A copy of the notification sent to the specified agency.

**PROCEDURES:**

Each visitor to the centre signs in and confirms their understanding of high-level health and safety points identified in the health and safety folder.

All new employees are briefed on / informed of this health and safety policy on induction and training is provided if necessary.

The kindergarten has a safety programme called Safety Nest which records all accidents, incidents, illnesses and health and safety checklists. This is for recording accidents/incidents that occur to children, staff or other persons whilst they are at the kindergarten. Minor incidents affecting children will be recorded in the 'Accident Safety Nest programme' via tablet, located in the teaching space. If for some reason computer devices are down, we have a paper register available.

This programme is updated with new children via our Discover programme. 'Safety nest' records the name of the child or person, the date and time of accident; description of accident both in terms of probable cause and effect on the child or person; signature of the person recording the accident; what actions were taken in terms of;-

- investigation

- comforting

- treatment

- seeking medical or treatment advice.

Notification of any accident involving children will be made to parents/ caregivers on the day of the incident or as soon as possible. The parents/caregivers sign the register in acknowledgement via the tablet on pickup. Parents can be emailed a copy of the accident if they require.

All staff members have a duty to report to the person responsible immediately (after they have ensured the child or person is not at risk of further harm and is comforted and properly treated), where they have reason to suspect any person is suffering from any illness or has had

any accident whilst at the Centre. This will be recorded and reported in the illness section of 'safety nest'.

If, in the opinion of the manager, or to whom this responsibility is delegated, the consequences of an accident/incident to the child are or were:

**Very significant**, then they will contact the child's parents, if possible, or their other emergency contact, as soon as practicable to advise them of the accident and if deemed appropriate, to ask for the child to be picked up; or

**Emergency**, then they will seek medical advice and/or treatment, contact the child's parents, if possible or their other emergency contact, as soon as practicable, to advise them of the accident and if deemed appropriate to ask for the child to be picked up or arrange for them to be taken to a medical treatment centre or suitable professional. The Manager and Trust Board will be advised of this situation as soon as possible.

If Parents / emergency contacts cannot be contacted, and staff consider that Medical Attention is required, then two teachers will accompany the child to the doctors or one will accompany the child in the Ambulance. Messages will be left for parents/ emergency contacts.

#### **Notifying other agencies:**

Some Injuries, illnesses and accidents must be notified to specified agencies under separate legislation.

- If required to notify due to a serious injury, illness, incident or allegation we will notify the specified agencies government or statutory body we are required to notify. These may include but is not limited to; The New Zealand Police, the Ministry of Health, Oranga Tamariki, Worksafe New Zealand, the teaching Council, office of the privacy commissioner, and the Ministry of Education. (See flow chart in appendix a).

**The following types of harm are defined as 'serious harm' for the purposes of the Act:**

- Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance.
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm's occurrence.

The Kaiako/Manager will review equipment, the physical environment, and procedures with staff after any significant incident occurs or when a trend of similar accidents occurs. The Manager will provide a report to the Board if they have any recommendations or if there has been any inappropriate use of the system, equipment or problem with the Kindergarten environment.

In managing risk effectively all teachers will take every precaution to ensure everyone at Eden is kept safe, this includes promptly reporting any unforeseen risks to relevant person(s).

The Kindergarten annual management plans indicate monthly, quarterly, bi-annual, annual, and ongoing health and safety responsibilities, as well as repairs and maintenance required

assigned to a named person or persons. The repairs and maintenance record is on safety nest and reviewed at each monthly board meeting.

The health and safety officer analyses all Hazards and accidents to identify any environment issues, or changes in our practices that need to occur to prevent the possibility of the same incident happening again. The health and safety officer reports to teachers at fortnightly meeting of any hazards or repairs needed.

Teachers check the grounds at the beginning of each day using a hazards check list. Any dangerous items are removed or isolated until they can be repaired or replaced.

Supervision considerations include the physical environment, activities being undertaken, equipment being used, the group size, ages and needs of the children.

Direct, close and constant supervision by teachers will be required if a learning experience or equipment includes an element of risk. For example, climbing, cooking, using ropes, cords or tools of any kind or activities near water or fire.

Water temperature for tamariki to wash their hands will be between 38-40 degrees Celsius. Hand washing facilities are located for children to access safely and independently. Soap and hand drying materials are made readily available.

All hand washing procedures will be displayed in children's bathrooms and in the kitchen. Children will be actively taught correct handwashing procedures following Ministry of health recommendations. All spray bottles are labelled, clearly indicating their contents.

At Eden all staff who supervise children have a current first aid certificate.

All staff are able to access the "Notifiable Events" poster on the Notifiable Events display in the Teacher resource room and records of any injuries /incidents that is notifiable must be kept for 5 years after the date of the incident.

If serious misbehaviour is consistently occurring where a Child's behaviour is harmful or dangerous to adults and children. The Manager in consultation with parents/whanau, and Ministry of Education will consider all the evidence, and data before making any decisions to cease a child's care from Eden Christian kindergarten. Teachers have a responsibility to protect not only children enrolled at Eden Christian Kindergarten, but all children in our community.

**Teacher who witnesses incident or is the first on the scene decides if it is serious or not.**

<u>Not Serious</u>	<u>Serious</u>
<ol style="list-style-type: none"> <li>1. Basic first aid is applied if necessary.</li> <li>2. Accident book filled in.</li> <li>3. Note on sign in / out sheet for parent to sign tablet</li> <li>4. Parents / caregivers rang if deemed necessary.</li> <li>5. Child is taken to a safe area, sleep room supervised by a teacher.</li> <li>6. Hazard reported and changes made if necessary.</li> <li>7. Child goes back to normal activities or child taken home by parent/caregiver.</li> </ol> <p><b>Or</b></p> <ol style="list-style-type: none"> <li>1. Damage or broken resource, building or equipment.</li> <li>2. Item removed from use if able or made unusable.</li> <li>3. Damaged or broken item is reported to the Manager and health and safety officer.</li> <li>4. Repairs are undertaken.</li> <li>5. Replacement is made.</li> </ol>	<ol style="list-style-type: none"> <li>1. Manager notified.</li> <li>2. Emergency Services called if required.</li> <li>3. Children evacuated if required.</li> <li>4. If Manager is not on site, phone immediately.</li> <li>5. Manager will inform the Incident Management Team (IMT)</li> <li>6. Teacher is part of the IMT but may have to stay on the floor to be in ratio.</li> <li>7. Chairperson of the Board is notified.</li> <li>8. The Manager will manage all communication.</li> <li>9. Teachers will be kept in the loop when and where necessary.</li> <li>10. The manager will manage all visitors.</li> <li>11. The Manager or Chairperson will handle all communication with the Ministry and Work Safe (Work safe only if person is admitted to Hospital).</li> <li>12. Parent/parents will be notified by either the Manager or Chairperson individually or by the “My Schools” app on the Manager’s phone.</li> <li>13. Manager will keep detailed notes on all proceedings.</li> </ol>



	<p>14. Teachers will fill in Work safe report.</p> <p>15. Manager / Chairperson undertakes a thorough debrief of the incident.</p>
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**Related Policies:**

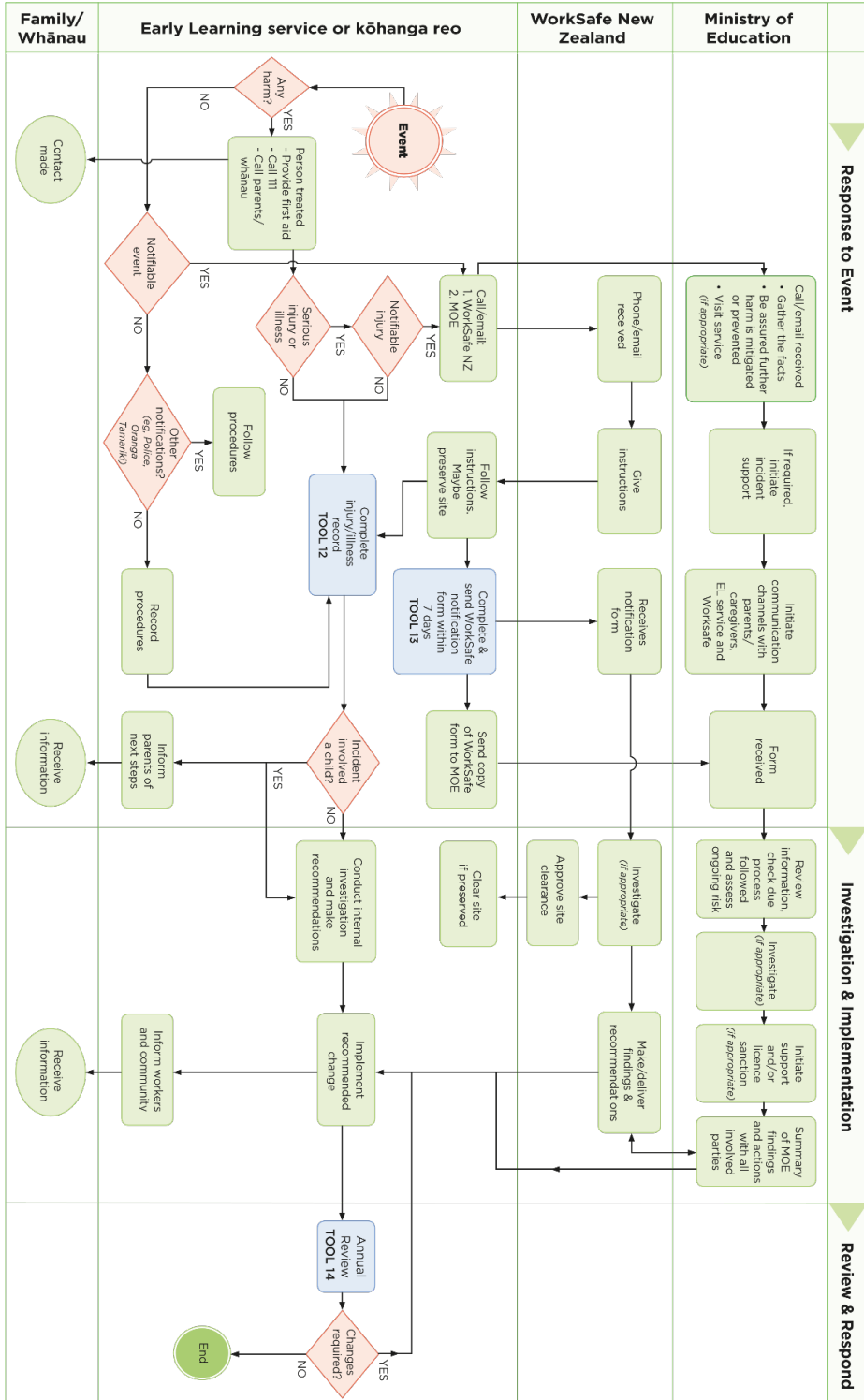
Health & Safety in Employment + Illness Procedures + Administering Medicine

**Date approved:** January 2024

**Review date:** January 2025



Appendix A



## Emergency Management and Evacuation Plan

**Rationale:** An emergency evacuation is required when: - the fire alarm is activated, an earthquake occurs, a civil or police enforced emergency occurs, or a termly fire or earthquake drill is planned.

**Te Whariki Well-being/ Mana atua - Goal 3:** Tamariki and adults experience an environment where they are kept safe from harm.

### Licensing Criteria for Early Years Education and Care Services 2008 HS 4,5,7 & 8

**Documentation required:** A written emergency plan that includes at least: An evacuation procedure for the premises. A list of safety and emergency supplies and resources sufficient for the age and number of children and adults at the service and details of how these will be maintained and accessed in an emergency.

A record of the emergency drills carried out and evidence of how evaluation of the drills has informed the annual review of the service's emergency plan. A current Fire Evacuation Scheme approved by Fire and Emergency New Zealand.

### Emergency Information:

**Eden Christian Kindergarten 114 Derby Street Feilding (Nearest intersections of North St and Derby St). Ph: 06 323 8057 Mobile: 0273338057**

- Emergency exits are clearly labelled EXIT.
- A copy of the Evacuation Care Plan (including information on the location of civil defence supplies) will be displayed in the foyer on the wall beside the children's notices and attached to all fire extinguishers.
-

- Parents/ Caregivers and staff will be informed of the emergency evacuation procedures of the centre via the Eden Information Booklet and policies.
- The location of Fire exits, manual fire alarms and equipment will be indicated.

### **Parental Notification:**

- This is only in the case of a real emergency – not used during drills.
- Manager used the “school links app” to notify all parents/ emergency contacts that we are in an emergency.
- Manager, or designated kaiako to update private Eden Kindy Family Page, Storypark community posts, and bulk email by discover (if possible).
- School links used to update parents on the situation as it evolves e.g it is now safe to come and collect your children.

### **Assembly and Evacuation Points:**

The assembly point is on the grass area in front of the kindergarten building.

If a full evacuation is necessary, all should proceed in the first instance to North Street School, 52 North Street or in the second instance, to Lytton Street School, cnr Monmouth and Lytton Streets.

### **General Information:**

Teachers will ensure that the emergency exits will be always clear of obstacles and that main exit doors and emergency gates (the gates from the wilderness area to outside the Centre) are not locked, barred, or blocked. (This will be recorded on the daily hazard check list).

Should the water or electricity need to be turned off, the mains switch is in the staff room and the water toby is located in the garden directly outside the staff room sliding door.

### **Responsibilities:**

- In case of any emergency, the Manager will be responsible for taking charge, and delegating tasks.
- If the Manager is not present, the Health and Safety Officer will take charge of the situation.
- In the event of the Manager and the Health and Safety Officer both being offsite, Kaiako will nominate someone in the moment to take charge.
- All Kaiako are responsible for knowing the procedures and knowing what to do in an emergency.
- All Kaiako are responsible for checking and carrying out emergency drills on the month that they are allocated. They are also responsible for filling in and filing the correct paperwork.
- The manager is responsible for training each teacher on induction on the emergency procedures and use of the fire equipment.

### **Emergency drills:**

- Trial evacuations will be held each month for children and adults to become familiar with these procedures.
- Kaiako take turns being responsible for carrying out the drills. This information can be found in the Annual Plan.
- They are also responsible for filling in and filing the correct paperwork with reflections on how the drill went.
- Kaiako then add this information to the staff meeting minutes for the next available meeting, and share their reflection with the team.

### **Fire Evacuation Drill:**

**Premises:**

- The kindergarten manager will ensure that fire equipment and building fire checks are current.

**Conducting a drill:**

- Approximately 10 minutes before the trial evacuation, the drill conductor is to confirm with the fire service on (04) 801-0812 that the trial will be held.
- At the appointed time they will activate the alarm.
- A 111-phone call will be made; the caller will identify that it is a trial evacuation.
- The Kaiako will call the roll, for both kaiako and tamariki and make sure everyone is accounted for.
- Following the drill, the kaiako responsible will fill in the form on Safety Nest and email it to [evacmanagemanawatu@fire.org.nz](mailto:evacmanagemanawatu@fire.org.nz).

**Lockdown Drill:**

- Kaiako in charge of the drill, blows the whistle loud and clear inside and outside.
- Kaiako in charge responsible for getting the tablet and locking the front door.
- Teaching team responsible for gathering children to the mat.
- Teaching team also close all the doors, windows and blind, ensuring that the all the lights are turned off.
- Kaiako in charge calls the roll, accounting for all children.
- Once the roll is done, then Kaiako says: "it is safe to play again".
- Kaiako in charge fills in the paper work, reflection, and adds to the staff meeting minutes to discuss at the next staff meeting.

**Earthquake Drill:**

### **Premises:**

- Inside and outside environments are checked daily to ensure that shelving and resources are safe.

### **Conducting a drill:**

- Kaiako call “earthquake, earthquake, drop, cover, hold.”
- Kaiako support tamariki as they get into their turtles.
- Kaiako announces: “it is safe to play again” and play resumes.
- Kaiako fills in the paperwork for conducting a drill, adds reflections to the staff meeting minutes for the upcoming meeting, and then takes responsibility for sharing this at the meeting.

### **State of Emergency:**

If or when a State of Emergency is declared, we will come under the authority of the Civil defence and therefore we will co-operate fully and follow their instructions.

### **Civil Defence:**

- Contents of the Civil Defence Kit are up-dated 6 monthly.
- The cell phone is charged every two weeks.
- The Civil Defence Kits are located in red wheelie bins stored in the wilderness area.
- If it becomes necessary to evacuate children to a Civil Defence Post Teachers or Person Responsible will become Emergency Warden and will make the decision to evacuate taking into account the immediate and longer term safety of the children and staff.

- There are four conditions under which evacuation of the Centre will be necessary;
  - o If ordered or advised to do so by officials.
  - o If the building becomes structurally or environmentally unsafe.
  - o If the area or environment becomes unsafe
  - o If a potential threat is likely to make continued occupation of the property unsafe.
- Teachers will listen to the radio and follow civil defence instructions.
- Local emergency services will be contacted as soon as possible.
- No child will be dismissed from the centre unless a caregiver or previously designated adult comes to collect them.
- No child will be released to an unauthorised person unless written permission to that effect is presented, or a phone call has been received from a parent/caregiver.
- All caregivers/ designated persons who collect children will be required to sign for the release on tablet.
- Kaiako will remain with the children and correct ratios will be adhered to where possible.
- If the centre needs to be evacuated, teachers will follow the evacuation care policy plan.
- When the emergency is over and a child has not been collected then an educated decision will be made by the Emergency Warden.

#### **Evacuation of Persons needing Assistance:**

- On enrolment of children or appointment of staff it will be noted if a child/adult is identified as needing assistance during an emergency evacuation.
- This will be made known to all Kaiako during a team meeting, and a plan will be made to ensure that Kaiako will respond in the moment.



- will be informed about this and trained as to the assistance required and will be required to act on this if they are the teacher in the area of the child/ren or adult, during an emergency evacuation.
- Opportunities to practice this plan, will be during emergency drills, which are held monthly.

## Emergency Procedures:

### FIRE

- Activate the nearest alarm (there is one in the foyer, one in the main building by the exit, one in the TRT room).
- Evacuate all the people from the area to the evacuation point (take emergency plan, tablet, and medicine basket). Kaiako taking charge (see responsibilities above to wear the warden vest and to be responsible for the roll check).
- Kaiako responsible call 111 or designate another kaiako to do so. State all the information stated above in 'emergency information'.
- Take the roll call for both kaiako and tamariki.
- Kaiako responsible will designate one kaiako to head to the road to signal fire truck.
- Kaiako responsible will report to the emergency services on arrival and relay the state of evacuation.
- Wait for guidance from the emergency services. DO NOT re-enter the building until Fire and Emergency New Zealand say it is safe to do so.
- Following this, the Manager, or whomever has taken charge decide on the viability of returning to kindy. Based on this, parents contacted using 'parental information' above.

## EARTHQUAKE

- Drop, cover, hold. Children are familiar with the term: get into your turtles.
- Adults and children, who are outside, identify safe spaces to, “DROP, COVER AND HOLD” Somewhere close to you, no more than a few steps away, to avoid injury from flying debris and possible dangerous objects.
- Remain in place until the shaking has stopped.
- Check yourself for injuries and get first aid if necessary.
- Do not run outside. It is frightening to stay in a building immediately after an earthquake, but it is much safer than going outside. An earthquake is not like a fire. You do not have to evacuate a building straight away unless it is showing obvious signs of distress.
- Turn off water, electricity and gas if advised to. If you smell gas or hear a blowing or hissing noise, open a window, get everyone out quickly and turn off the gas if you can.
- If able to access the attendance rolls, collect, check everyone is accounted for. Recover the emergency civil defence kit if safe to do so. Keep everyone calm and safe. Listen to the radio (which is in the Civil Defence wheelie bins) for further instructions.

## FLOODING

- When a flood threatens, staff will listen to the radio for information and follow civil defence instructions.
- Staff with the help of the Manager will disconnect electrical appliances and raise furniture, equipment and chemicals above floor level as it is safe to do so.
- Parents/caregivers will be contacted to collect children early if flooding is considered a risk.
- No child will be dismissed from the centre unless a caregiver or previously designated adult comes to collect them. Unauthorised adults may not collect children unless written permission to that effect is presented, or a phone call has been received from a parent/caregiver.
- All caregivers/designated persons who collect children will be required to sign for the release; this will be the sign in/sign out sheet.
- Teachers will remain with children and correct ratios will be adhered to where possible. If, after a reasonable time, the child has not been collected, teacher will make an educated decision as to what to do next.
- If the centre needs to be evacuated, staff will follow the evacuation care policy plan.

## LOCKDOWN

- Police may advise the kindergarten to 'lock down' in instances where there are external threats to the health and/or safety of children and staff. This may include, but is not limited to, an armed offender in the area, a nearby gas leak or chemical fire, or any other civil defence emergency. (see lock down policy).
- Blow the whistle to make others aware of the Lockdown. If danger occurs in the teaching space outside, the outside teachers are responsible for blowing the whistle to notify the teachers inside and vice versa.
- One whistle will be placed by the fire extinguisher in the teaching space inside. The other whistle will be placed by the Health and Safety checklist in the teaching space outside.
- Quickly and calmly remove children and all other people from the indoor and outdoor play spaces/hallways and toilets and bring everyone inside the classroom (the teaching and learning space inside).
- Close all blinds and lock all windows and external doors. Cover the main entrance door leading to the main teaching space (inside teaching and learning space) with blackout material. The blackout material will be attached on the hook to the left side of the door.
- Turn off music/lights/ anything making a sound.
- Lock internal doors or barricade with furniture if needed.
- Ensure everyone remains as quiet as possible.
- Using the tablet (which is placed by the kitchen), ensure everyone is present and accounted for (roll call).
- Once lockdown has been determined, no one is to enter or exit the premises until all clear has been given by the Manager.
- In the event that a parent is collecting a child/children, they will remain with the group in the safe space until the all clear is given by police.

- No one is to answer the door under any circumstances until all clear is given by the Manager.
- A simplified lockdown procedure will be placed on the wall by the fire extinguisher in the teaching space inside.
- Once everyone is safely in the designated safe spaces, if Eden Christian Kindergarten has declared lockdown, police must be informed of the situation – call 111.
- Identify yourself and the Eden Christian Kindergarten, tell them your address: 114 Derby Street Feilding 4702 phone number: 063238057
  - o Details of situation, details of any casualties, description of weapons, number of shots etc, description and location and identity of offender if known, identify the “target” of aggression if known. Everyone must remain in the safe location until the ALL CLEAR is given.

Following the incident:

- The aftermath of a lockdown situation will require careful management as even in the “best case” scenario of no one being injured, there may be traumatised staff and children, concerned parents, disruption to Eden Christian Kindergarten and media interest.
- Ring the trauma incident team at the Ministry of Education (MOE) on 06 3509850 for support.
- The trauma incident teams from the MOE will provide support.
- Manager to liaise with the media if necessary. Employees are not to communicate with the media.
- Manager, and board of trustees will decide whether to temporarily close or continue operating. (The trauma incident teams will provide guidance on suitable responses).
- Teachers, parent/caregivers are encouraged to talk away from children so as not to project their fear, worry etc onto the children.

- Ensure the continued monitoring of the wellbeing of all children, their families, and teachers, providing appropriate support.
- All teachers and other staff offered leave, counselling, and support.

**Links to:** Induction + Emergency management plan

**Date approved:** January 2024

**Review date:** January 2025

