

# Waubra Primary School Outside of School Hours Care Health and Safety Policy



Health and Safety Policy, including matters relating to:

1. Nutrition, food and beverages, dietary requirements
2. Water safety
3. Sun Protection
4. Administration of first aid
5. Sleep and rest for children



**Help for non-English speakers** If you need help to understand the information in this policy please contact Waubra Primary School on 5343 5358 or [waubra.ps@education.vic.gov.au](mailto:waubra.ps@education.vic.gov.au)

## Aim of each policy:

1. The Nutrition, Food and Beverages, Dietary Requirements Policy ensures that the service meets requirements to safely provide nutritious food and beverages and to promote healthy eating.
2. The Water Safety policy ensures all Waubra Primary School Outside of School Hours Care (OSHC) water-based excursions and activities are conducted in a manner that places safety as the highest priority and without undue risks to OSHC Educators and participants, while embracing the positive learning experience the aquatic environment can provide.
3. The Sun Protection Policy guides all OSHC staff to provide a healthy and safe environment to all children and staff.
4. The First Aid policy provides guidelines to staff for the administration of first aid in the OSHC service.
5. The Sleep and rest policy provides guidelines to Waubra Primary School OSHC for the implementation of safe relaxation and sleep practices that meet the needs of the children attending.

**Date of Operation:** 24/04/2026

**Review Dates:** 24/04/2027

# Waubra Primary School Outside of School Hours Care Health and Safety Policy



## POLICY

### 1. Nutrition, Food and Beverages, Dietary Requirements

#### Menu Planning

- All food and drinks will be provided in accordance with the Australian Dietary Guidelines and the Australian Guide to Healthy Eating.
- Menu planning will be guided by the Victorian Government Healthy Eating Advisory Service's (HEAS) Menu Planning Guidelines for Outside of School Hours Care (OSHC).
- The centre limits 'discretionary' food or drinks on the menu.
- Water will always be available for children to drink.
- OSHC staff are responsible for menu planning within the OSHC program.
- The weekly menu will be displayed at the Centre and families can provide input and discuss their child's preferences and cultural dietary requirements e.g., vegetarian, kosher, halal, with the centre staff.
- OSHC menus will be regularly assessed by HEAS or a registered nutritionist.

#### Social environment

- Mealtimes are seen as an opportunity for social learning and for teaching children about appropriate mealtime behaviours.
- Food provided is developmentally appropriate for children and encourages independent eating. Children's individual hunger needs will be catered for through flexible meal and snack times.
- We will provide a health promoting, positive, safe, and social eating environment through
  - providing positive encouragement to children eating healthy food and drinks,
  - promoting positive discussion about the foods and drinks being served,
  - promoting a positive, relaxed, social eating environment with children, and
  - role modelling healthy eating by staff and educators.
- Where appropriate, staff and educators will use flexible mealtimes as an opportunity to discuss food and healthy eating with children, introduce children to new foods and participate in simple food preparation and cooking lessons (tailored to children's age and developmental abilities).
- Food and drink will not be used as an incentive or reward at any time.
- Healthy body image and an enjoyment of eating are encouraged by the service.

#### Cultural environment

- We recognise the importance that food plays in the culture and traditions of all children who attend the service.
- The menu aims to provide children with the opportunity to experience a variety of foods with a range of flavours, colours, textures and aromas, such as foods from different cultures, especially cultures of the local community.

#### Food supplied at OSHC

- Fresh fruit and vegetables are cut daily and served for morning/afternoon tea.
- Safe drinking water is available and is accessible to all children. Children are encouraged to drink water regularly.
- Educators will be mindful of the ingredients, frequency and portion size when cooking with children for educational purposes.

# Waubra Primary School Outside of School Hours Care Health and Safety Policy



## Food brought from home

- Waubra Primary School's OSHC Health and Safety Policy Reviewed December 2023
- We encourage parents to provide healthy foods and drinks in line with the service's nutrition and healthy eating policy.
- Discretionary choices will be discouraged.

## Learning about Food and Nutrition

- Educators involve children in healthy food experiences through growing and cooking, where appropriate.
- Opportunities to learn about food and healthy eating are displayed and embedded in the educational program.
- Waubra Primary School OSHC recognises that educating children about allergies is important.
- Parents will be encouraged to provide healthy food options for their children at home.

## Special dietary needs (including food allergies and intolerance)

- Waubra Primary School OSHC has a Dealing with Medical Conditions Policy.
- Waubra Primary School OSHC will take all reasonable precautions where a child enrolled is identified as being 'at risk' of anaphylaxis.
- Waubra Primary School OSHC will continue with the following reasonable precautions which includes the following.
  - A current Anaphylaxis Medical Management Action Plan (prepared and signed by the child's medical practitioner) must be attached to the child's enrolment record.
  - A risk minimisation plan should be developed in consultation with parents / guardians.
  - All staff members on duty should have undertaken accredited anaphylaxis management training (and the date of the training should be recorded).
  - Staff should be able to identify all children at risk of anaphylaxis and should know where each child's EpiPen is located.
  - Each EpiPen at the premises should be within its expiry date.
  - All staff should practice using a practice EpiPen at least once a year in formal First Aid Training.
  - Children with special dietary needs will be catered for. For children with individual medical dietary needs or allergies, the parent or carer will be asked to provide a health care plan written by a relevant health professional (e.g. doctor, specialist, dietician). The health care plan should include information about relevant medical conditions, emergency procedures and any nutrition intervention required. Where such a plan is provided, the service will actively adhere to the medical recommendations, and ensure that it is communicated to those persons who directly care for the child.

## Food Safety

- A current, and regularly evaluated Food Safety Plan is implemented for the service and where applicable, undergo an independent audit in line with the Victorian Food Act 1984 to gain a 'Certificate of Renewal of Registration of Food Premises' annually. All food handling must be prepared in accordance with the Food Safety Plan and where possible, in accordance with the HACCP (Hazard Analysis Critical Control Point) principles.
- Educators maintain appropriate food safety and hygiene practices before, during and after handling food in accordance with requirements of 'Staying Healthy in Child Care', by the National Health and Medical Health and Research Council and their Food Safety Plan.

# Waubra Primary School Outside of School Hours Care Health and Safety Policy



- Safe work procedures are implemented and followed regarding safe food storage, food handling and food preparation and meet the requirements of the Food Safety Plan.
- A minimum of one team member holds a Food Safety Supervisor Certificate as required by local council.
- Staff are inducted and trained by the Food Safety Supervisor in safe food handling, storage and food preparation and recording of this information.

## Engaging and communicating with staff and educators

- All staff working with children need to be familiar with the Waubra Primary School OSHC Health and Safety Policy.
- Educators recognise they are role models to children when selecting healthy food options.
- Staff and educators are supported by having healthy food and drink options provided at staff meetings and for professional learning.

## Engaging and communicating with parents and families

- Waubra Primary School OSHC will endeavour to communicate to families the food available to children.
- Weekly menus will be displayed on the Centre noticeboard.
- Parents/ carers will be asked to describe, if any, their child's specific dietary needs in the enrolment form.
- Parents/carers are required to notify centres of any changes to their child/ren's dietary requirements.

## Community Partnerships

- The service works with local health professionals, dieticians to support educators, relevant school staff and school community members to deliver and promote healthy eating initiatives.

## 2. Water Safety

- All requirements of the Waubra Primary School OSHC Excursion Policy will be adhered to. This includes the following.
  - Staff to child ratio will be as determined by a risk assessment. To ensure the safety of all children, this may be above the normal ratio of 1:15. The final ratio must take into consideration any children who may require additional support or supervision.
  - Risk assessment will be conducted for all water-based activities, excursions, and routine outings. - Pre-excursion visit to be conducted to assist with risk assessment where applicable.
  - Activities and aquatic play will be planned to incorporate appropriate learning outcomes and goals, reflecting the relevant Learning Framework, children's interests, and abilities.
  - Water based activities may need to be conducted under the supervision of specialist staff with required qualifications for that activity and as identified by a risk assessment. (i.e. pool activity requires the appropriate lifeguard supervision for that water space).
  - Additional specialist staff referred to in the point above may be counted within the staff: child ratio, but only if deemed appropriate throughout the service's relevant risk assessment.
  - Educators will participate in the activity as much as reasonably possible and as required by the identified hazard management controls. For example, during a pool-based activity, educators are recommended to be in the water with the children.

# Waubra Primary School Outside of School Hours Care Health and Safety Policy



## Programming

- Where care is taking place at a facility with a pool, an additional risk assessment specific to water safety must be developed to assist in the protection of children from harm or hazard due to the aquatic environment and high risk involved.

## Open Water Environments

- Excursions whereby participants will be entering an open water environment (for example at the beach or in a river environment) are required to be approved in collaboration with the Nominated Supervisor and relevant Person with Management Control, and as determined by a risk assessment.

## Seizure inducing medical conditions

- Children who suffer from seizures are asked to wear a life jacket for swimming. Waivers may be issued at written request of the parent of guardian. Conditions and responsibilities regarding waivers are outlined in the swimming assessment section of the registration paperwork.

## Exclusions

- The Waubra Primary School OSHC Water Safety Policy does not apply to excursions which would not be classified as water-based activity such as visits to the aquarium, zoo, or park.
- While these locations do have bodies of water present, the excursion participants would not normally be at risk of entering the water. The Waubra Primary School OSHC Excursion Policy would still apply to these excursions, including the conduction of a risk assessment.

## Definitions Water based activity:

A programmed activity conducted by an OSHC includes, but is not limited to:

- indoor Pool, Outdoor Pool programs, activities, or play,
- aquatic adventure parks, water slides, splash parks and wave pools,
- any aquatic or sporting activities in open water or closed water space such as, sailing, boating, kayaking, snorkeling, surfing or similar, and
- any aquatic or sporting activities conducted on or around water such as, fishing and rock pool rambles or similar.
- 

## 3. Sun Protection

- All Waubra Primary School OSHC staff use a combination of sun protection measures for all outdoor activities from September to the end of April and whenever UV levels reach 3 and above, the level that can damage skin and eyes.

## Shade

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- Management/Coordinators make sure there is enough shelters and trees providing shade in the outdoor area in consultation with the school.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- Children are encouraged to use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

# Waubra Primary School Outside of School Hours Care Health and Safety Policy



## Clothing

- When outside, children are required to wear loose fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best.
- If a child is wearing a singlet top or dress, children are encouraged to wear a t-shirt/ shirt over the top to cover shoulders before going outdoors.

## Hats

- All children are required to wear hats that protect their face, neck, and ears, i.e. legionnaire, broad-brimmed or bucket hats.
- Baseball or peak caps are not considered a suitable alternative.

## Sunglasses (Optional)

- Children and staff are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

## Sunscreen

- SPF 30+ (Recommended) broad-spectrum, water-resistant sunscreen is available for staff and children's use.
- Sunscreen is applied before going outdoors and reapplied every two hours if outdoors. Parental consent to apply sunscreen is gathered at enrolment.
- With parental consent, children with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements.
- Children are encouraged to apply their own sunscreen (where practicable) under supervision of staff.

## Staff OH&S and Role modelling

- As part of OH&S UV risk controls and role-modeling, when the UV is 3 and above, staff:
  - wear sun protective hats, clothing, and sunglasses when outside,
  - apply SPF 30+ (Recommended) broad-spectrum, water-resistant sunscreen, being sure to monitor the instructions on the sunscreen for reapplication times,
  - seek shade whenever possible,
  - schedule outdoor activities during the coolest hours of the day/set timers to prevent overexposure to the sun beyond the sunscreen protection limits,
  - discuss sun safety with children and implement appropriate measures to protect children from overexposure to ultraviolet radiation,
  - families, parents, and visitors are requested to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses, and sunscreen) when attending the service, and
  - where practicable, all staff are educated in First Aid including heat exhaustion/exposure and actively care and educate for children to prevent heat related illness from occurring. As a minimum, at least one staff member has a current First Aid qualification and can actively care for children in the event of heat exhaustion or heat exposure.

# Waubra Primary School Outside of School Hours Care Health and Safety Policy



## Planned experiences

- Sun protection and vitamin D are incorporated into the learning and development program.
- The Sun Protection policy is reinforced through staff and children's activities and displays.
- Staff and families are provided with information on sun protection and vitamin D through family newsletters, noticeboards, and the service's website. Communication
- Staff must ensure that they:
  - display this Sun Protection Policy for parents/carers, and discuss it with the children,
  - regularly reinforce SunSmart behaviour through correspondence with families via the notice board and displays, and through planned children and educator activities,
  - ensures information about the Sun Protection policy is include information about the Sun Protection policy in parent handbooks, enrolment form and other important documentation sent to families, and
  - acknowledge the significant contribution from parents and guardians in ensuring policy compliance and actively collaborate with families to ensure the provision of SunSmart clothing, hats, sunglasses (optional) and sunscreen for children is suitable and meets both the service and family needs.

## From May to August (when average UV levels are below 3)

- To help maintain winter vitamin D levels, sun protection measures are not used from May until August unless the UV Index level reaches 3 and above.
- The Nominated Supervisor and/or delegate will check the daily UV alert and ensure the Sun Protection policy is implemented for days above UV alert 3.

## Definitions

**UV Ultraviolet:** is defined as radiation with wavelengths shorter than visible light. An example of ultraviolet is a radiation wavelength of up to 400 nanometers

**Sun Protection Factor (SPF):** SPF numbers on a package can range from as low as 2 to as high as 100. These numbers refer to the product's ability to screen or block out the sun's burning rays.

## Supporting Document:

- [Bureau of Meteorology UV index](#)



# Waubra Primary School Outside of School Hours Care Health and Safety Policy



## 4. Administration of First Aid

### Summary

- First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in an OSHC service where workers have a duty of care and obligation to assist participants, families and visitors who are injured, become ill or require support with administration of medication.

### Waubra Primary School is committed to the following statements.

- Waubra Primary School OSHC has a duty of care to protect the health and safety of participants, families, nominee, visitors, and workers of our service.
- Waubra Primary School OSHC provides an effective first aid response to help maintain a safe and healthy working, support and learning environment for participants, families, nominees, visitors, and workers in accordance with relevant regulations and legislation governing the service and organisation.
- Waubra Primary School OSHC
  - allocates appropriate resources, including equipment, to provide effective first aid responses which reduce, whenever possible, the severity of the injury/illness,
  - applies risk management principles to identify any gaps in first aid provisions, and will provide opportunity for any staff member to obtain qualifications,
  - uses First-Aid qualified educators to respond promptly to those people that are injured or require first aid,
  - ensures that participants, families, nominees, visitors and workers are aware of how and where to obtain first aid assistance,
  - effectively records incidents and maintains statistics on injuries and illnesses, and
  - investigates incidents and first aid responses, so that corrective actions can be applied to continuously improve first aid responses and to reduce the risk of injury.

### Waubra Primary School Council is responsible for the following.

- The person at each service who has the primary responsibility for the administration of first aid to ill or injured participants, families, nominee, visitors, and workers must hold approved first aid qualifications.
- In an emergency, first aid may also be administered by a staff member in attendance at the school who is not employed directly by the OSHC service, as is permitted by Regulation 136(2).
- All participants, families, nominees, visitors, and workers are responsible to ensure that they
  - take reasonable care of their own safety,
  - comply with any reasonable instruction given to them relating to health and safety, and
  - co-operate with and follow first aid procedures and report any injuries or illnesses.



# Waubra Primary School Outside of School Hours Care Health and Safety Policy



## 5. Sleep and Rest

### **Waubra Primary School OSHC is committed to:**

- providing a positive and nurturing environment for all children attending the service,
- recognising that children have different requirements for relaxation and sleep, and being responsive to those needs to ensure that children feel safe and secure at the service,
- consulting with parents/guardians about their child's individual relaxation and sleep requirements/practices, and ensuring practices at the service are responsive to the values and cultural beliefs of each family, and
- complying with all legislative requirements, standards and current best practice and guidelines.

### **Waubra Primary School Council is responsible for:**

- taking reasonable steps to ensure the sleep/rest needs of children at the service are met, regarding the age of children, developmental stages, and individual needs,
- regularly reviewing practices to ensure compliance with the recommendations of Red Nose in relation to safe sleeping practices for children,
- providing information and training to ensure staff are kept informed of changing practices in relation to safe sleep practices for children,
- ensuring parents/guardians are consulted about appropriate relaxation and sleep practices for their child,
- protecting children from hazards and harm,
- consulting with staff in relation to OHS issues when purchasing new equipment for the service,
- ensuring adequate supervision of children at the service always, including during relaxation and sleep, and
- ensuring that spaces used for sleep and relaxation are well ventilated.

### **The Nominated Supervisor is responsible for:**

- taking reasonable steps to ensure the sleep/rest needs of children at the service are met with regards to the age of children, developmental stages, and individual needs,
- ensuring the educational program provides opportunities for each child to sleep, rest or engage in appropriate quiet play activities, as required,
- protecting children from hazards and harm,
- removing any hazards identified in the child's resting or sleeping environment and informing the Project Manager, as soon as is practicable,
- educating families about evidence-based safe sleeping practices,
- assessing whether there are exceptional circumstances for alternative practices where family beliefs conflict with current recommended evidence-based guidelines for safe sleeping practices, seek written support from a professional and develop a risk management plan,
- ensuring adequate supervision of children at the service always, including during relaxation and sleep, and
- storing items such as bedding in a hygienic manner to prevent cross-contamination.

# Waubra Primary School Outside of School Hours Care Health and Safety Policy



## Waubra Primary School OSHC Educators are Responsible for:

- providing each child with appropriate opportunities for relaxation and sleep according to their needs,
- relaxation and sleep practices that are responsive to
  - relaxation and sleep practices that are responsive to Waubra Primary School's OSHC Health and Safety Policy Reviewed September 2022
  - the individual needs of children at the service,
  - parenting beliefs, values, practices, and requirements,
  - the length of time each child spends at the service,
  - circumstance or events occurring at a child's home,
  - consistency of practice between home and the service,
  - a child's general health and wellbeing, and
  - the physical environment, including room temperature, lighting, airflow, and noise levels,
- implementing the documented sleep regime and risk management strategies where in exceptional circumstances family beliefs conflict with current recommended evidence-based guidelines for safe sleeping practices,
- minimising distress or discomfort for the children in their care,
- ensuring that resting and sleeping practices are not used as a behaviour guidance strategy,
- providing a range of opportunities for relaxation throughout the day,
- conducting regular safety checks of equipment used for sleeping/resting, such as cots and mattresses,
- removing any hazards identified in the child's resting or sleeping environment and informing the Supervisor, as soon as is practicable,
- ensuring that any hanging cords, mobiles, curtains, and blinds are inaccessible to children who are resting or sleeping,
- providing adequate supervision of all children, including during sleep, rest, and relaxation,
- supervising children displaying symptoms of illness closely, especially when resting or sleeping,
- ensuring that artificial heating, such as heat bags and hot-water bottles, is not used to provide warmth,
- ensuring that each child has their own bed linen, and that the Hygiene Policy and procedures are implemented for the cleaning and storage of pillows and blankets,
- documenting and communicating children's rest and sleep times to co-workers during shift changes,
- providing information to families about the service's relaxation and sleep practices,
- developing communication strategies to inform parents/guardians about their child's rest and sleep patterns, including times and length of sleep, and
- encouraging children's independence and assisting children with dressing as needed.

## Definitions

**Adequate Supervision:** (In relation to this policy) Supervision entails all children in all areas of the service, being always in sight and/or hearing of an educator including during toileting, sleep, rest and transition routines.

# Waubra Primary School Outside of School Hours Care Health and Safety Policy



## Roles and Responsibilities

| Role                       | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations                 | Waubra Primary School OSHC Nominated Supervisor and/or service Management will oversee the implementation and service adherence to this policy (i.e. policy compliance). Nominated Supervisor and/or Person with Management or Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. All Educators will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children. |
| School Council / Principal | Provide official sign off on the Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## POLICY REVIEW

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Waubra Primary School OSHC and Person with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g. parents, school community etc. will also inform policy updates and review.

## Legislation and Standards

- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [National Quality Standard \(Quality Area 2: Children's Health and Safety\)](#)
- [Education and Care Services National Regulations](#)
- [Occupational Health and Safety Act 2004](#)
- [Child Wellbeing and Safety Act 2005](#)
- [Child Safe Standards](#)
- [Australian Dietary Guidelines 2013](#)
- [Food Safety Act 1984 Department of Health, Victoria](#)
- [Food Act 1983 \(Vic\)](#)

## Supporting Documents

(Insert relevant supporting documents and links as appropriate)

- WorkSafe Victoria, Children's Services [occupational health and safety compliance kit](#)
- [Food Smart](#)
- [My Time, Our Place: Framework for School Age Care in Australia](#)

# Waubra Primary School Outside of School Hours Care Health and Safety Policy



## STAFF POLICY ACKNOWLEDGEMENT

I acknowledge:

- receiving the Waubra Primary School OSHC Health and Safety Policy,
- that I will comply with the policy, and
- that dependent on the seriousness of any breach there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

|                                      |       |
|--------------------------------------|-------|
| Your Name:                           |       |
| Signed:                              |       |
| Date:                                |       |
| Waubra Primary School OSHC sign off: | Date: |