



SAFETY OF MULTIPLE ROOMS / LEVELS POLICY

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POLICY RATIONALE

It is important that when children attend a service that has multiple rooms, educators ensure appropriate supervision at all times. This includes times when children may be moving between rooms and different levels of service. The process for moving between these spaces will vary dependant on the service and the issue of the prevention of overcrowding in individual rooms will be addressed as required. The service emergency evacuation plan will reflect the most suitable path for children and educators to ensure a safe and timely evacuation process.

PROCEDURES

Educators will be divided by the Coordinator to ensure children are adequately supervised and appropriate interactions with children are maintained at all times. This will be planned for before the arrival of children each day. Each room may have a maximum number of children set, depending on size limitations and the experiences being offered to children.

Children will be informed of the opportunities to move between rooms and the safety rules in place. Children will be directed to inform an educator when they wish to move rooms or levels. For those services where rooms may be on different levels, children will be able to use the stairs to move

Between levels. For those children moving down the stairs, children will be directed to move single file, to their left side of the stairs. For those children moving up the stairs, children will be directed to move single file to their left side of the stairs, therefore on the opposite side. Handrails will be used where installed. Children will not be permitted to gather or engage in activities directly on the stairs at any time.

The emergency evacuation procedures for these services will reflect the most appropriate set of stairs to be used for evacuation.

REFERENCES

ACECQA National Quality Framework Resource Kit (2012)
Quality Area 2 – Children’s health and safety
Education and Care Services National Regulations (2011) R 97
Education and Care Services National Law Act (2010) S 167

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