**Furniture & Equipment Safety Policy**

We have a responsibility to protect the health and safety of children enrolled at the Service. This is reflective in our health and safety policies, however nursery furniture and equipment safety is important to every person who enters the premises or uses the Service’s equipment, including children, families, staff and educators, visitors and students.

**National Quality Standard (NQS)**

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| Quality Area 2: Children’s Health and Safety | | |
| 2.2 | **Safety** | Each child is protected |
| 2.2.1 | **Supervision** | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard |

**Education and Care Services National Regulation**

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| 103 | Premises, furniture and equipment to be safe, clean and in good repair |
| 105 | Furniture, materials and equipment |

**Related Policies**

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| Physical Environment Policy  Supervision Policy  Work Health and Safety Policy  Health and Safety Policy |

**PURPOSE**

Management and Educators have a responsibility and duty of care to ensure the building, furniture, grounds and equipment are safe and hygienic. We aim to ensure all furniture and equipment at the Service has acceptable safety standards and age appropriate for the children.

**SCOPE**

This policy applies to children, families, staff, management and visitors of the Service.

**IMPLEMENTATION**

Our Service understands the importance of children experiencing and learning about risk through safe and creative play. All children have the right to be safe. The provision of safe environments for children is essential to prevent injury and enable them to grow and develop. We will only use furniture and equipment that been made in accordance with Australian mandatory design standards and the safe baby code of practice which has been developed by Kidsafe Child Accident Prevention Foundation of Australia.

Management will ensure:

* The equipment and furniture used in providing the education and care at the Service is safe, clean and in good repair.
* The age recommendation in relation to the age and developmental stage of the children using the furniture and equipment.
* Educators are aware of appropriate instructions for use and supervision.
* Furniture is securely built so it will not collapse, is easy to clean, and non-toxic
* To identify any entrapment hazards; it is easy for small fingers and limbs to get caught in gaps. Head and upper body entrapments can cause death by asphyxiation.

(Be aware that fingers can get caught in holes or openings between 5-12mm, limbs in gaps between 30-50mm and heads in gaps over 85mm.)

* All equipment and furniture is kept in a clean and hygienic state, particularly before and after food service.
* Furniture and equipment does not contain any lead. This is most likely to occur with second hand furniture.
* To adhere to National Law and the Education and Care Services National Regulations and licensing requirements that relate to the safety of children at the Service.

Educators will ensure:

* They carefully consider all aspects regarding the use of furniture and equipment and how it suits the age and stage of the children’s development.
* All cupboards have safety locks and remain locked when not in use.
* Effective supervision of children, including infants at all times to minimise the risk of accidents and injuries that could result from the furniture and equipment within the learning environment and nursery.
* To regularly test locking devices to ensure they work correctly.
* To regularly check furniture and equipment for stability wear and tear.
* Non-toxic, easy to clean surfaces will be sourced for all equipment.
* To reflect on common accidents and incidents in the learning environment and implement an action plan to ensure the safety of children and minimise accidents at the Service
* A record is kept of any furniture or equipment that needs maintenance in the *Maintenance Register* and report this to Management.
* To provide a safe physical environment that allows children to play safely.
* They remain up to date with health and safety changes within the early childhood sector by attending appropriate professional development.

Nursery Furniture

* The Nursery will be free from small objects or items that can break and become a potential hazard.
* Always use furniture and equipment that is free of rough surfaces, sharp edges, points, projections and small pieces that can break off. (Avoid using unsafe equipment such as baby walkers)
* To reduce the risk of harm, collapsible furniture and furniture that presents possible entrapment hazards will not be used in the Nursery.
* Infants will never be left unattended at any time. All infants are to be safely secured in their highchair when eating.
* Ensure the sides of cots are put up when children are inside.

**Source**

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| * Australian Children’s Education & Care Quality Authority. * Guide to the Education and Care Services National Law and the Education and Care Services National Regulation * ECA Code of Ethics * Guide to the National Quality Standard * Early Years Learning Framework for Australia: Belonging, Being and Becoming, 2009 * Product Safety   http://www.productsafety.gov.au/system/files/Keeping%20baby%20Safe\_0.pdf   * Kids Safe   [www.kidsafensw.org](http://www.kidsafensw.org)   * Revised National Quality Standard * Childcare Centre Desktop |

**Review**

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| Date Reviewed | Modifications | Next Policy Review Date |
| August 2017 | Changes made to ensure children’s safety is upheld | August 2018 |
| October 2017 | Updated the references to comply with the revised  National Quality Standard | August 2017 |
| May 2018 | Minor grammatical changes made to content. (Not critical to it’s delivery) | May 2019 |