



# Health and Safety Policy

*Document last updated: 16 October 2025*

At Nelly's Adventures, the health and safety of your child is paramount. I provide a safe, secure, and nurturing environment where your child can learn and grow. This policy outlines the procedures and practices I follow to ensure the safety and wellbeing of all children in my care.

## 1. General Health and Safety Procedures

**Cleanliness:** All equipment will be regularly cleaned and sanitised.

**Hygiene:** Children are encouraged to wash their hands regularly, especially before meals, after using the bathroom, and after outdoor play. Hand sanitiser and/or wet wipes will be available for use when soap and water are not immediately accessible.

**Sick children:** If your child is unwell, they are to stay at home until they are fully recovered to prevent the spread of illness to others. If your child becomes unwell during the day, Nelly's Adventures will notify you immediately to arrange pick-up. Care may be refused at the discretion of the Provider if a child shows symptoms of a contagious illness.

If a child starts feeling very unwell or develops a fever while in care of the Provider, the Family will be contacted for immediate pickup. Panadol might be given if consent has been provided (see Service Agreement Clause 7, and Medical section of the Enrolment Form).

**Meals and food safety:** All food is provided by the Family. The Provider does not prepare or cook food due to insurance restrictions. Each child must bring a labeled water bottle and lunch box daily. Please include an ice block with the lunch box on hot days. Food sharing between children is not permitted (unless they are siblings). All food allergies must be documented in the child's medical information.

## 2. Emergency Procedures

**Emergency contacts:** Parents must provide up-to-date emergency contact information. In the event of an emergency, the service provider will contact the primary caregiver first, followed by the emergency contact person if necessary.

All medical conditions, allergies, medications, and any other relevant health details for each child will be recorded and updated regularly.

**First aid:** The Provider is trained and certified in basic first aid and CPR, as well as asthma, allergy and anaphylaxis management. In the case of an injury or accident, your child will receive immediate care. For serious injuries or illness, emergency services will be contacted and you will be notified as soon as possible.

**Emergency evacuation:** In the event of an emergency (e.g., fire, natural disaster), all children will be safely evacuated according to the procedures outlined in the Emergency Response Plan document (provided upon request), in collaboration with instructions from emergency workers. If any public space needs to be evacuated, the Provider will ensure all children are accounted for and escorted to a safe area.

### 3. Safety Practices

**Supervision:** Children will be supervised during all activities to the extent reasonably practicable. The Provider maintains visual or auditory contact with children at all times.

Brief necessary absences (such as using facilities) are minimised and conducted only when children can safely remain in a safe area (e.g. outside the toilet block) with clear instructions.

**Outdoor play and public spaces:** Nelly's Adventures prioritises outdoor activities in public parks, playgrounds, and other safe community spaces. These areas are regularly assessed for potential hazards.

**Safety in public areas:** Precautions taken to maintain safety in public spaces include:

- Ensuring children remain within designated safe areas and maintaining visual or auditory contact
- Keeping a safe distance from roads, water bodies, and other potential hazards
- Carrying a first aid kit and emergency supplies at all times
- The Provider wears a high-visibility shirt, jacket or vest, and children might be asked to wear high-vis vests with the Provider's contact information, to facilitate head-counts and ensuring the Provider can be contacted in case of a lost child

**Transport:** When moving between locations:

- Children will usually walk with the Provider. The Provider will apply additional safety measures (e.g. holding hands) when required (e.g. crossing roads)
- Head-counts are conducted regularly

### 4. Allergies and Special Medical Conditions

**Allergy Information:** Parents are required to inform the Provider of any allergies or medical conditions their child has upon registration. This information will be kept confidential.

**Medications:** If your child requires medication, written permission must be provided for administration, and the medication must be supplied in its original packaging with clear instructions.

**Asthma and anaphylaxis plans:** If your child has asthma, anaphylaxis, or any other medical condition requiring emergency treatment, please provide a medical action plan (see Medical part of the Enrolment form). This will be followed in case of an emergency.

## 5. Outdoor Safety

**Safe locations:** We will always travel to and stay in safe public locations with space for the children to play and explore.

**Sun protection:** Children will wear sunscreen (if UV index  $\geq 3$ ), hats, and protective clothing during outdoor activities to ensure they are protected from the sun. The group will follow sun safe practices and stay in shady areas on days with high UV levels.

**Traffic safety:** When crossing busy roads or walking in busy public areas, the children will always hold hands with each other or the Provider, or use a walking rope.

**Water safety:** Children are prohibited from swimming or water play in deep natural water including but not limited to creeks, streams, rivers, ocean swimming, dams, ponds and lakes. Shallow rock pool exploration and paddling may occur with close supervision and appropriate risk assessment. Risk assessments will be conducted for any location near water, and children will be closely supervised to minimise risk.

**Barefoot play:** Children may sometimes be barefoot in settings such as the beach, on Council playgrounds or on grassy areas to support sensory development and natural movement. While reasonable care is taken to ensure the area is safe, parents acknowledge that barefoot play involves minor risks such as sharp shells or rocks, or uneven terrain.

## 6. Immunisation Policy

**Acceptance of all children:** Nelly's Adventures accepts children regardless of vaccination status. Families must declare their child's vaccination status on enrolment (see Medical part of the Enrolment form).

**Disease outbreak management:** During outbreaks of vaccine-preventable diseases, unvaccinated or incompletely vaccinated children will be excluded from the service for the duration recommended by NSW Health guidelines to protect their safety and the safety of other children.

**Immunocompromised children:** If a child with a compromised immune system is enrolled, the Provider reserves the right to limit or decline unvaccinated enrolments to protect that child's safety.

**Parent notification:** Families will be notified if a vaccine-preventable disease is diagnosed in any child attending the service.

## 7. Weather Policy

A Weather Policy is in place to address how we will manage various weather conditions, including extreme heat, rain, or cold. The policy includes provisions for seeking shelter, adjusting activities, or cancelling outings as needed for safety (see below).

## 8. Incident Reporting and Review

**Incident documentation:** Any injuries or incidents will be documented using an incident report form, and parents will be notified immediately. A copy of the report will be provided to the parents for their records.

**Incident review:** Each incident will be reviewed to identify patterns or areas for improvement. This process ensures continuous improvement in safety practices.

## 9. Child Protection

Nelly's Adventures adheres to all local child protection regulations, ensuring the children's wellbeing and safety at all times.

A Working with Children Check as well as Child Protection Awareness training has been completed, and the Provider follows mandatory reporting guidelines if any concerns arise.

## 10. Toileting

**Toilet-trained children only:** Nelly's Adventures only accepts children who are fully toilet-trained and out of nappies.

**Toilets:** Please take your child to the toilet just before drop off. Public toilets will be used where available. Before use, the Provider will wipe down the seat with disinfectant wipes if possible. Privacy will be given as much as possible while supervising as needed to ensure hygiene practices, including proper handwashing.

**Spare clothes:** Families are encouraged to provide spare clothes in case of accidents.

**"Bush wees":** If preferred, children may choose to do a "bush wee" in a discreet and appropriate location. The Provider will ensure privacy and hygiene, including hand sanitising afterward. Parents who would prefer their child not to practice "bush wees" should notify the Provider in writing.

## 11. Plan Review & Updates

This policy is reviewed regularly to ensure it aligns with safety standards and regulations. Feedback from parents will be incorporated into each review to continuously improve safety measures at Nelly's Adventures.

## 12. Parent Responsibilities

**Up-to-date information:** Parents are responsible for ensuring that all medical information, emergency contacts, and authorised pickup details are current. If any medication needs to be administered by the provider, this includes the Medication Authorisation form; the medication needs to be within the "use by" date.

**Contagious illness:** Parents are required to inform the Provider if their child has been exposed to or diagnosed with a contagious illness.

**Every morning:** Please perform a health check on your child before drop off, and ensure the child is well enough to participate in activities. Parents are also required to apply sunscreen to their child before drop off if the UV index is forecast to reach 3 or over, and take their child to the toilet on the way to drop off to minimise the need to use facilities during the session.

**Backpack:** Please pack a small backpack containing the child's labeled food and water bottle for the day, hat, spare clothes and other necessary or desired items (see What to Bring sheet).

**Communication:** Please inform Nelly's Adventures of anything that might be relevant to your child's care, including medical conditions, routines and special preferences.



# Weather & Sunscreen Policy

*Document last updated: 16 October 2025*

This Weather & Sunscreen Policy outlines how care is managed during different weather conditions to ensure the wellbeing of all children.

## 1. General

**Weather monitoring:** Weather forecasts are checked daily before the start of the service and periodically throughout the day using reliable sources (e.g., Bureau of Meteorology).

**Parent notification:** Parents will be notified in advance if significant changes to the day's schedule are anticipated due to weather conditions.

## 2. Hot Weather

- Shaded areas and cool spaces will be prioritised.
- Children will be reminded to stay hydrated and keep in the shade throughout the day.
- Children are required to wear appropriate clothing, including hats.
- Sunscreen should be applied before drop off (when UV index  $\geq 3$ ), and will be reapplied regularly by the Provider.
- Sessions will be shortened (morning only) or cancelled if temperatures are forecast to exceed 35°C (see Service Agreement, Clause 4 for emergency closures and refunds).

## 3. Cold Weather

- Children are required to bring appropriate clothing, including jackets, beanies, and gloves, on cold days.
- Outdoor activities will be conducted in a way that keeps children comfortable.
- Blankets will be provided on cold weather days or when requested (2h notice required).

## 4. High Winds

Nelly's Adventures may be cancelled or suspended if the Bureau of Meteorology forecasts sustained winds of 40 km/h or more, or gusts exceeding 60 km/h, due to increased risk from falling branches, debris, and reduced outdoor safety.

## 5. Rainy Weather

**Light rain, showers:** Sessions go ahead in case of light rain and/or showers; children are required to bring suitable rainwear on days that rain is forecast (raincoats, waterproof boots, etc.).

**Heavy rain or storms:** Sessions will be shortened (morning only) or cancelled in case of persistent heavy rain or storms (see Service Agreement, Clause 4 for emergency closures and refunds).

## 6. Extreme Weather Events

In cases of severe weather, such as high winds, thunderstorms, hail, or heatwaves:

- Emergency procedures for taking shelter or evacuating will be followed if conditions pose an immediate threat (e.g., bushfires or flooding).
- If necessary, parents may be asked to collect their children early for their safety.
- Sessions will be shortened (morning only) or cancelled if extreme weather is forecast for the day (see Service Agreement, Clause 4).

## 7. Sunscreen Policy

**UV index monitoring:** The Provider checks the daily UV forecast before each session.

**When UV index is 3 or above:**

- Parents must apply sunscreen to their child before drop-off
- Children must bring their own sunscreen for reapplication
- The Provider will reapply sunscreen throughout the day as needed
- Children must wear hats and sun-safe clothing

**Special sunscreen requirements:** If your child has specific sunscreen needs (allergies, sensitive skin), you must provide appropriate sunscreen. Please note this on the Medical & Emergency Information form.

**Forgotten sunscreen:** If you forget to apply sunscreen before drop-off, please notify the Provider so it can be applied on arrival.

## 8. Parent Responsibilities

- Ensure children are dressed appropriately for the day's forecasted weather (e.g., closed-toe shoes, hat, sunscreen, jacket, rain gear).
- Apply sunscreen before drop-off when UV index is forecast to reach 3 or above.
- Take child to the bathroom just before drop-off to minimise the need to use facilities during the session.
- Ensure children bring their own sunscreen for reapplication.
- Provide weather appropriate spare clothes.
- Pack comfort items and a favourite toy/book if desired.