



Health and Safety Policy

Document last updated: 19 July 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 8b & *Medical & Emergency Information* document).
- **Meals and Food Safety:** All meals and snacks are 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:** Nelly is trained and certified in basic first aid and CPR, as well as asthma, allergy and anaphylaxis. 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 the children are safely accounted for and escorted to a safe area.

3. Safety Practices

- **Supervision:** Children will be supervised at all times, both indoors and outdoors.
- **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 are always within the designated areas, visible to the Provider, and keeping a safe distance from roads, water bodies, members of the public and other potential dangers.
 - Carrying a first aid kit and emergency supplies at all times.

- Nelly wears a high-visibility shirt, jacket or vest, and children might be asked to wear high-vis vests with Nelly's contact information, to facilitate head-counts and ensuring the Provider can be contacted in case of a lost child.
- Optional equipment of children with AirTag tracker for location monitoring (subject to parental consent, see *Service Agreement* Clause 7).
- **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).
 - For bus and ferry travel, a headcount is conducted before, during, and after travel. Trips are pre-planned to avoid crowded times. The children will be seated on the bus/ferry seats while the vehicle is in motion, and will be supervised during the journey.

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 (e.g., epinephrine for severe allergies), written permission must be provided for administration, and the medication must be supplied in its original packaging with clear instructions. Please refer to the *Medical & Emergency Information* document.
- **Asthma and Anaphylaxis Plans:** If your child has asthma, anaphylaxis, or any other medical condition requiring emergency treatment, please provide a medical action plan. 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 > 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.
- **Water Safety:** Children are prohibited from any water play activities in natural water courses including but not limited to creeks, streams, rivers, ocean, dams, ponds and lakes. 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. 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.

7. 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.

8. Child Protection

- Nelly's Adventures adheres to all local child protection regulations, ensuring the children's well-being 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.

9. Toileting

- **Toilets:** 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.
- 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.

10. 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.

11. 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 reach 3 or over in the morning.
- **Backpack:** Please pack a small backpack containing the child's labeled food and water bottle for the day, hat, spare clothes and other necessary items (see *Nelly's Cheat 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 Policy

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This Weather 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

- Outdoor activities will be limited during hot days (temperatures above 30°C), and suspended if temperatures exceed 35°C.
- Shaded areas and cool indoor spaces will be prioritised.
- Children will be provided with water and 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, and will be reapplied regularly.

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 and warm.

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: Outdoor play may continue; children are required to bring suitable rainwear on days that rain is forecast (raincoats, waterproof boots, etc.).
- Heavy rain or storms: Activities will be adjusted to indoor or covered areas. Children will remain indoors or under shelter until conditions improve (except for necessary transport, e.g. back to pickup point).

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.
- In case of extreme weather forecast for the day, the Provider reserves the right to cancel the Service for the day (see *Service Agreement*, Clause 4b).

7. Parent Responsibilities

- Ensure children are dressed appropriately for the day's forecasted weather (e.g., closed-toe shoes, hats, sunscreen, jackets, or rain gear).
- Provide spare clothes in case of wet or muddy conditions during outdoor play.