

# Multi-Level Services: Child Movement

## Background

---

Children have the right to be safe. The physical environment plays a critical role in keeping children safe, particularly as they are often unable to identify risks and dangers for themselves. In multi-level early education and care services, special attention must be given to the movement of children so that unintentional injuries to children are minimised.

## Policy statement

---

This Policy outlines the roles and responsibilities of the Approved Provider, staff and educators in ensuring the safe movement of children between multiple levels within a service.

## Strategies and practices

---

### Elevator Safety

- When entering and exiting elevator, look out for closing doors and ensure that you enter and exit carefully.
- Children must always be accompanied by an adult, and their hands should be held for the duration of the ride. Ensure they remain away from the doors.
- If the doors do not open when the elevator stops, push the DOOR OPEN button. If the doors still don't open, ring the ALARM button and/or use the telephone or intercom. Wait until qualified people can assist you.

### Escalator Safety

- If an escalator service is required to access the Centre, ensure that you step on and off with caution. If a child is accompanying you, hold their hand for the duration of the ride.

### Stair Safety

- All children will be taught how to safely use the stairs once they are physically capable of reaching the hand rail and walking up the stairs unaided.
- The capability to use the stairs will be determined by the Educator who usually supervises the child in consultation with the child's parents. Any child whose parents do not agree that they are ready to use the stairs will not be considered capable to use the stairs.
- There is no set age or other physical characteristic that will determine a child's ability to use stairs.
- Children capable of using stairs may only use the stairs under supervision. All supervisor ratios must be maintained at all times.
- Ensure stairs are clutter-free at all times

### Additional safe practices for infants

---

- The Service has a labelled evacuation cot and Baba Slings to assist with the evacuation and/or transportation of infants between levels if required. QA 2.3.3
- When carrying infants up and down stairs hold onto the banister or handrail. Do not carry anything else.

# Multi-Level Services: Child Movement

## Links to other policies

---

- Enrolment and Orientation Policy
- Incident, Injury and Trauma and Illness Policy
- Supervision Policy
- Access to Outdoor Play
- Emergency Evacuation and Lockdown Policy (which overrides this policy in the case of an emergency)

## Links Education and Care Services National Regulations 2011, Revised National Quality Standard 2018

Reg	97	Emergency and evacuation procedures
	165	Offence to inadequately supervise children
	168	Policies and procedures in relation to emergency and evacuation

QA	2.1.1	Each child's health needs are supported
	3.1.3	Facilities are designed or adapted to ensure access and participation by every child in the service and to allow flexible use, and interaction between indoor and outdoor space
	4.1.1	Educator-to-child ratios and qualification requirements are maintained at all times
	6.1.1	There is an effective enrolment and orientation process for families

## Sources

---

- Education and Care Services National Regulations 2011.
- Revised Guide to the National Quality Standard 2018.

## Policy review

---

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

**Date Created: 13 July 2016**

**Revised: August 2018**

**Next Review Date: July 2017**

**Date(s) reviewed:**