



CHCECE041

Assessor Guide

Maintain a safe and healthy environment for children

Assessment 3 of 4

Case study



Assessment Instructions

Task overview

For this task, you must read the case study and answer the questions to demonstrate your knowledge of Health and Safety policies and procedures in Early Childhood Education and Care settings.

You will demonstrate the following:

- Health and safety requirements of the National Regulations and National Quality Standards
- Modelling and monitoring compliance with service policies and procedures related to health and safety
- Supporting educators and staff to meet health and safety requirements.

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g., allowing additional time)
- the evidence gathering techniques (e.g., oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Case Study 1: Taking on the role of Workplace Health and Safety Representative

Case Study 1

You are a lead educator in the toddler room. Your director has encouraged you to role model health and safety practices to the whole team by asking to monitor children's health and safety for the service.

Since being appointed, you have observed the following things:

- Staff have not been adhering to all health and safety procedures, children have not been wearing hats outside, and the UV rating has not been documented daily in all rooms.
- The medication (an epi-pen and allergy medication) in two rooms was expired, and one asthma plan has expired.
- You noticed that staff have been filling out accident forms but have not been getting the Nominated Supervisor to sign them before the parents have read and signed them. This may be a legal risk if they are completed incorrectly.
- Food handling training is out of date for all staff. It's been over three years since the team completed it. You have noticed some unhygienic practices, such as staff not washing hands before serving meals and staff tapping the communal serving spoon into children's bowls when serving seconds, creating cross-contamination.
- Staff are not sanitising children's dummies and bottles. Last Wednesday, you saw two staff quickly rinse them under the kitchen tap rather than washing them in hot soapy water or steaming them for 5 minutes, as the policy states.

Your Centre Director has asked you to ensure all staff are aware of their responsibilities and are provided with information from recognised authorities to guide their practice.

The director has informed you that at each staff meeting (monthly), you will be given 30 minutes to talk through health and safety issues and areas for improvement, including training for the team.

You have also been asked to provide a monthly newsletter to team members. You have been given five hours monthly to perform these tasks, including observing practice and updating required documentation.

Question 1

Describe how you would model compliance with service health and safety policies and procedures.

(Approximate word count: 50-60 words)

Assessor instructions: The response must describe how the student would model compliance with service health and safety policies and procedures. The responses will vary and be in the student's own words but will reflect the benchmark answer.

A sample answer is provided below.

I would ensure that I am aware of the policies and procedures and that my room is up to date with everything. I would ensure I check the medication, that my team wash their hands and that we follow all guidelines. I would also keep up to date with policy changes or regulation changes.

Question 2

Given your observations, describe what processes you would implement to monitor compliance at the service to adhere to health and safety policies and procedures. (Approximate word count: 80-100 words)

Assessor instructions: The response must describe the processes the student would implement to monitor the whole service's compliance with health and safety procedures. The responses will vary and be in the student's own words but will reflect the benchmark answer.

A sample answer is provided below.

I would ensure that in my five hours per month, I spend time going around to each room and checking their compliance with an audit. I would check their medications and procedures are being followed. I would review children's incident and illness forms monthly to assess if any areas require work or improvements. I would give on-the-spot quizzes to staff when I visit their rooms to gather insight into their knowledge and gaps. I would make sure all team leaders know and follow procedures.

Question 3

- a. Explain how you encourage and assist colleagues in meeting health and safety requirements through regular communication and providing up-to-date information. (Approximate word count: 60-80 words)

Assessor instructions: The response must explain how the student would assist colleagues in meeting children's health and safety requirements using regular communication and providing up-to-date information. The responses will vary and be in the student's own words but will reflect the benchmark answer.

A sample answer is provided below.

I would use various methods to provide information, including emails of reminders and updates, developing newsletters to share with colleagues and place on the notice board. I would also use informal conversations with colleagues to provide information and feedback on practices and ask them about their training needs. Then I would seek training to meet these needs. I would ensure children's health and safety is an agenda item at our meetings to provide information.

- b. Fill out the below meeting agenda template of the information you will share with colleagues on children's health and safety to ensure they are aware of their responsibilities under the National Quality Standards, Regulations and applicable laws. Ensure you provide them with information from recognised authorities to guide their practice in the areas where you have identified non-compliant. (Approximate word count: 60-80 words)

Assessor instructions: The response must explain how the student encourages and assists colleagues to meet health and safety requirements through regular communication and providing up-to-date information on the National Quality Standard (QA2) and related regulation (regulation 168) and laws applicable to children's health and safety. The responses will vary and be in the student's own words but will reflect the benchmark answer.

A sample answer is provided below.

Staff Meeting Agenda

| Time of meeting | Time of service meeting | Date of meeting | Date of meeting |
|---|---|-----------------|-----------------|
| Service name | Service name | | |
| Agenda items to be discussed and relevant information (Student to fill out) | | | |
| <p>National Quality Standard</p> <ul style="list-style-type: none"> Outline the NQS – Quality Areas and standards related to children’s safety | <ul style="list-style-type: none"> The Health and Safety of children relates to NQF – National Standards - Quality Area 2, which describes providing children with comfort for sleep, rest, and health and safety. <p>The policies for sun protection, water safety nutrition, food and beverages, and dietary requirements relate to Standard 2.1.</p> | | |
| <p>National Regulations and applicable laws related to children's health and safety</p> <ul style="list-style-type: none"> Outline the regulation and the areas it covers to remind staff of the expectations for children's health and safety Outline the applicable laws related to children's safety in early childhood. <p>Provide information to support the information (ensuring it is from credible sources)</p> | <p>Children's Health, Safety and Well-being is covered under Regulation 168, which includes the areas such as:</p> <ul style="list-style-type: none"> Sleep and rest Nutrition, food and beverages, dietary requirements Sun protection – outline sun safety practices Water safety Administration of first aid. <p>Applicable laws include the Education and Care Services National Law 2010 and State based laws.</p> <p>Providing a link to a credible source for each area. For example, Cancer council, National Regulations, and ACECQA resources for children's health and safety.</p> <p>Laws can be sourced from government legislation websites via ACECQA.</p> | | |
| <p>Areas of Non-compliance and Training to address identified issues</p> <ul style="list-style-type: none"> List the areas of non-compliance from the case study and remind them about their responsibilities. (Based on policy). Identify health and safety training needs. | <ul style="list-style-type: none"> Sun safe - children have not been wearing hats outside, and the UV rating has not been documented daily in all rooms. Medication - epi-pen and allergy medication were expired, and an asthma plan has expired. Remind staff of processes for keeping medication up to date and who is responsible Accident forms - forms are filled out correctly, and the Nominated supervisor is notified before the parents sign. Unhygienic food handling practices – staff were not washing hands before serving meals and staff tapping the communal serving spoon into children's bowls when serving seconds, creating cross-contamination. Food handling training - out of date for all staff. It's been over three years since the team completed it. Sanitising children's dummies and bottles - staff quickly rinse them under the kitchen tap rather than washing them in hot soapy water or steaming them for 5 minutes as the policy states. Identified health and safety training needs and clarify expectations for reporting, including: <ul style="list-style-type: none"> Sun safe practices Medication audits Correct filling of accident forms to report | | |

| | |
|--|--|
| | <ul style="list-style-type: none">○ Food handling training○ Sanitising practices○ Reporting processes for identified health and safety issues. |
|--|--|

Question 4

Describe how you would facilitate the meeting/training and what you would do to ensure the team can comply with health and safety policies and procedures. (Approximate word count: 50-60 words)

Assessor instructions: The response must describe how they would facilitate the meeting/training and explain what they would do to ensure the team are capable and compliant. The responses will vary and be in the student's own words but will reflect the benchmark answer.

A sample answer is provided below.

I would provide the information in a PowerPoint presentation and encourage questions and engagement from the team. I would provide feedback about what we are doing well and remind them of what we need to improve. There would be an opportunity to discuss, ask questions and make suggestions.

Question 5

With your responsibilities for supporting the team to meet children's health and safety, explain how you plan to seek feedback from colleagues on health and safety practices and potential issues through formal and informal communication.

(Approximate word count: 40-50 words)

Assessor instructions: The response must explain how the student plans to seek feedback from colleagues on Health and safety practices and potential issues. The responses will vary and be in the student's own words but will reflect the benchmark answer.

A sample answer is provided below.

I would encourage colleagues to provide feedback using some of these methods:

- Submitting a suggestion for non-urgent improvement to the policy committee so that the suggestion can be considered the next time the policy is reviewed
- Bringing feedback or a suggested change to a staff meeting
- Putting improvement ideas into writing and providing them to managers via printed out, email, or suggestion box.

Question 6

The scenario shows how the staff are currently sanitising children's dummies and bottles at the centre.

- Write a risk and hazard entry about the breach of the health and safety procedure of the bottle and dummy sterilisation incident that occurred.
- Identify any issues and explain how you would respond.
- Identify strategies you could apply regarding sterilising bottles and dummies where a practice is not aligned with the policy to prevent similar incidents in the future. (Approximate word count: 160-180 words)

Assessor instructions: The response must identify what they would do if practices were not aligned with policy. The responses will vary and be in the student's own words but will reflect the benchmark answer.

A sample answer is provided below.

Risk and hazard entry: (some details will be invented to add context to the report, such as the date, time, and actions taken).

On Wednesday at 4.05 pm, staff were observed rinsing bottles and dummies under the tap in the kitchen rather than washing them in hot soapy water or steaming them for five minutes as stated in the procedure.

The following health and safety needs were identified:

- Identifying and reporting health and safety training needs, including clarity of expectation for reporting
- Sterilisation techniques
- Food handling training

The action I took was to remind the staff of the procedure. I also asked the staff if they needed more training to carry out the procedure. I also wrote the incident in the Risk and Hazard report.

- Look at the procedure for bottle and dummy sterilisation
- Communicate with staff after the incident and remind them during regular room meetings, discuss with the room staff their roles and expectations for sterilisation and clarify uncertainties
- Provide staff training on the procedure

Question 7

You have sourced some food handling training for the team. To whom will you report this information? How do you ensure all staff have completed the training once it is offered?

(Approximate word count: 80-100 words)

Assessor instructions: The response must outline who the student would notify of the new training opportunity and how they ensure staff are completing the food handling training. The responses will vary and be in the student's own words but will reflect the benchmark answer.

A sample answer is provided below.

I would tell my centre director that I have found a provider due to the staff's food handling training being outdated. I will provide the details of the training and the cost. Once it is delivered, I will check in with all staff to ensure they complete it. I would give them a date to complete it and provide the certificate of attendance/completion so we can file it in the staffing folder. I will also do spot checks of staff practices to see if they are applying the new training.

Question 8

Explain how you would use staff feedback and your reflections to contribute to service improvement related to health and safety policies and procedures.

(Approximate word count: 60-70 words)

Assessor instructions: The response must explain how they would use feedback and reflection to contribute to service health and safety improvement. The responses will vary and be in the student's own words but will reflect the benchmark answer.

A sample answer is provided below.

I would make sure that if staff give feedback or I conduct reflections on practices, I would research the identified areas and talk with the centre director to discuss them. I would consider how the policies and procedures could be changed or enforced. I would check the appropriate sources to ensure any changes we make to policies and procedures meet the requirements.

Assessment checklist:

Students must have completed all tasks within this assessment before submitting. This includes:

| Case Study 1 | |
|---|--------------------------|
| Answer all eight (8) questions related to the scenario accurately | <input type="checkbox"/> |



Congratulations, you have reached the end of Assessment 3!

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