

Policy Statement

Activity Centres Incorporated recognises the importance of providing a safe environment for all children at our Service. All children have a right to experience quality education and care in an environment that safeguards and promotes their health and safety. ACI is committed to the safety and well-being of all children and young people accessing our Services and this will always be our first priority.

Considerations

- ✓ Education and Care Services National Regulations 2011 (current version 1 February 2018)
- ✓ Education and Care Services National Quality Standards 2011 (current version 2018)
- ✓ My Time our Place
- ✓ NSW Office of the Children's Guardian- Principles for Child-Safe Organisations
- ✓ NSW Department of Family and Community Services
- ✓ Keep Them Safe- Mandatory Reporter Guide
- ✓ NSW Children and Young Persons (Care and Protection Act) 1998
- ✓ 5th Edition Staying Healthy in Child Care- Preventing infectious diseases in early childhood education and care services
- ✓ ACI Policies and Procedures
- ✓ ACI Staff Code of Conduct

Procedures

- Staff will actively support childrens participation within our Service.
- Staff will listen to the children's views, respect what they say and involve them with decision making about matters that will directly affect them.
- Staff and Management will promote the need for mutual respect, fairness and consideration for others.
- All new families, Staff and Management will be made aware of the Organisation's Policies and procedures.
- All new Staff will undergo the current NSW mandatory Working with Children Check to ensure they are a fit and proper person to be working with children and young people.
- ACI aims to promote and support children's learning of what is a safe environment and how important safety is for everyone involved in the Service.
- Staff will role model safe practices and be involved in formal and informal discussions with the children about the best ways we can behave to ensure the safety of ourselves and others.
- Physical environments will be organised to minimise risks to children.
- Staff will monitor and minimise hazards and safety risks in the environment. Repairs and maintenance of equipment and building will be recorded.
- Implement Child Protection Policy and First Aid Policy- Management of Incident, Injury, Illness and Trauma Policy.
- ACI will support all Staff by providing access to training and resources to foster an understanding of individual and organisational obligations for child safety and protection.
- Safety training may include- emergency evacuation, first aid training and CPR, Work Health and Safety, water safety, use of fire extinguishers

Child Safe Environment will be achieved by:

Supervision

- Adopt policies and procedures to protect children being educated and cared for by the Service from harm and from any hazard likely to cause injury.
- Draw up rosters to ensure that adequate numbers of Staff are on duty to meet ratios required.
- Engage casual Staff as appropriate.
- Ensure Staff are aware of the need for adequate supervision of children at all times. This may include the development of supervision strategies for outdoor or indoor areas.

Child Safe Environment Policy

Risk Management

- Identifying and managing risk is an integral part of Activity Centres Incorporated's operations. Risk assessment and management is guided by ACI Risk Assessments and management procedures, and other relevant policies or procedures (such as work, health and safety safe work methods).
- A program or project risk assessment may be undertaken when planning child focused activities and programs.
- A risk assessment will highlight the risks to a child's safety or wellbeing and ways in which these will be managed. Risk Assessments develop strategies that will reduce or remove these risks.

Selection of persons for child-related employment

- Working With Children Check- all preferred applicants for paid child-related employment are required to complete a declaration that they are not a prohibited person and undergo a Working With Children Check.
- ACI will use targeted interview questions to assess attitudes and potential risks to children.
- Referee checks will include specific emphasis on the applicant's motivation and suitability to work with children.
- A checklist to assist panels in determining suitability for child-related employment
- All volunteers and work experience students in child-related employment must complete the Working With Children Volunteer/Student Declaration Form declaring that they are not a prohibited person and consent to the Commission for Children and Young People checking criminal history information to verify the statements in the form.

Checklist for staff

- Role model appropriate behaviour.
- Support the children's right to a safe environment by active supervision.
- Follow ACI Policies and procedures relating to children's safety.
- Discuss with the children, safety during activities that are considered more high risk.
- Continue to support children with conflict resolution by teaching them to discuss fairness with those involved in the conflict.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on the 19th September 2018

Child Safe Environment Policy is to be reviewed by the 19th September 2020