

Policy Statement

We recognise the importance of building and maintaining a safe environment. All children have a right to a setting that safeguards and promotes their health and safety. Our Educators are inclusive, transparent and ethical in their roles and responsibilities while interacting with children.

Our Philosophy and practices guide attitudes and conduct in providing a child safe culture by following the NSW Child Safe Standards.

Procedures

Management & Educators will -

- ✓ adhere to a set of core values that inform our Organisations approach to child safety.
- ✓ promote a culture of day-to-day practices that prioritises child safety.
- ✓ ensure Policies and Processes are in place to support staff on what and how to report, including to external agencies.
- ✓ ensure all complaints are taken seriously and dealt with according to Policies and Legislation.
- ✓ ensure child safe Policies and Procedures are reviewed regularly.
- ✓ conduct regular reviews to ensure Educators are following Codes of Conduct and all other child safe Policies.
- ✓ ensure Educators are made aware of and implement Child Protection Policy and First Aid Policy- Management of Incident, Injury, Illness and Trauma Policy and Hygiene and Cleaning Policy.
- ✓ provide Educators with the opportunity for training which includes - Emergency Evacuation and Lockdown, First Aid Training and CPR, Work Health and Safety, Water Safety and use of Fire Extinguishers and Blankets
- ✓ have processes in place for all documents to be saved in accordance to NSW record keeping requirements.
- ✓ work together to critically reflect on incidents to identify the cause and identify the risks to the safety of the children and how to make improvements.
- ✓ ensure complaints and documents are handled confidentially.
- ✓ promote mutual respect, fairness and consideration for others.

Educators will -

- ✓ attend any training provided to gain the knowledge, skills and confidence to prevent and identify abuse and how to respond to complaints.
- ✓ be supported by having access to training and resources to foster an understanding of individual and organisational obligations for child safety and protection.
- ✓ undergo a thorough Induction and Orientation Process before starting their first shift. Ongoing support and mentoring will be available to Staff from Management, Service Support Coordinator and Coordinators.
- ✓ respect the diverse abilities and backgrounds of children.
- ✓ actively support childrens participation within our Service.
- ✓ listen to the children's views, respect what they say and involve them with decision making about matters that will directly affect them.
- ✓ aim to promote and support age appropriate learning of what is a safe environment and how important safety is for everyone.
- ✓ 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.
- ✓ support children to provide feedback and ensure their information is acted on accordingly.
- ✓ complete Safety Checklists at the beginning of each Session.
- ✓ be informed of and required to adhere to our Staff Code of Conduct. Breaches in Code of Conduct will result in disciplinary action.

Families & Community will -

- ✓ be made aware of the Organisation's Policies and Procedures.
- ✓ be encouraged to contribute to how we keep children safe, the Organisation will act upon feedback accordingly.

Child Safe Environment will be achieved by:

Supervision

- ✓ Policies and Procedures are implemented to protect children from harm and hazard likely to cause injury.
- ✓ Rosters will ensure that we are meeting required child to Staff Ratios.
- ✓ Policies and Procedures are in place to set behavioral standards for Educators when interacting with children in physical and online environments.
- ✓ Educators will work with children formally and informally to educate them about online safety and how to inform Educators about negative experiences.
- ✓ Educators are aware of the need for adequate supervision. This may include the development of supervision strategies for outdoor or indoor areas.
- ✓ Educators will monitor and minimise hazards and safety risks in the environment. Repairs and maintenance of equipment and building/s will be documented, and the appropriate person/s informed to be actioned.

Risk Management

- ✓ Identifying and managing risk is an integral part of our operations. Policies and Procedures and other relevant Regulations, Laws and Legislation guide the development and implementation of our Risk Assessment and management processes
- ✓ Risk Assessment may be undertaken when planning child focused activities and programs

Selection of persons for child-related employment

- ✓ Paid employees, volunteers and work experience students (over the age of 18) in any child-related employment are required to complete a Working With Children Check as per the NSW Government requirements. Management will ensure it has been verified before any shifts are allocated.
- ✓ Our recruitment process will involve a range of interview questions to establish Educator suitability.
- ✓ Background and Reference checks, including specific emphasis on the applicant's motivation and suitability will be carried out and recorded.

Considerations

Education and Care Services National Law

25	Grounds for suspension of provider approval
31	Grounds for cancellation of provider
51	Conditions on service approval
161	Offence to operate education and care service without nominated supervisor
162	Offence to operate education and care service unless responsible person is present
162A	Persons in day to day charge and nominated supervisors to have child protection training
165	Offence to inadequately supervise children
166	Offence to use inappropriate discipline
167	Offence relating to protection of children from harm and hazards
169	Offence relating to staffing arrangements
170	Offence relating to unauthorised person on education and care service premises
171	Offence relating to direction to exclude inappropriate persons from education and care service premises
174	Offence to fail to notify certain information to Regulatory Authority
182	Grounds for giving prohibition notice
188	Offence to engage person to whom prohibition notice applies
188A	False or misleading information about prohibition notice
189	Emergency removal of children
197	Powers of entry for assessing and monitoring approved education and care service
199	Powers of entry for investigating approved education and care service
200	Powers of entry to business
20A	Entry to premises without search warrant
301	National Regulations

Education and Care Services National Regulations

28	Additional grounds for refusal to grant service approval
77	Health, hygiene and safe food practices
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious disease
89	First Aid Kits
90	Medical Conditions Policy
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement – anaphylaxis or asthma emergency
95	Procedure for administration of medication
96	Self-administration of medication
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
103	Premises, furniture and equipment to be safe, clean and in good repair
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
117A	Placing a person in day to day charge
117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios – centre based services
136	First Aid qualifications
146	Nominated Supervisor (staff records)
150	Responsible Person (staff records)
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
181	Confidentiality of records kept by approved provider
358	Working with children check to be read

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and safety	2.1 Health 2.2 Safety	2.1.2 Health practices and procedures 2.2.1 Supervision 2.2.2 Incident and emergency management 2.2.3 Child protection
QA 3 Physical Environment	3.1 Design	3.1.2 Upkeep
QA 4 Staffing Arrangements	4.2 Professionalism	4.2.2 Professional Standards
QA 5 Relationships with children	5.1 Relationships between educators and children	5.1.1 Positive educator to child interactions 5.1.2 Dignity and rights of the child

QA 6 Collaborative partnerships with families and communities	6.1 Supportive relationships with families 6.2 Collaborative partnerships	6.1.1 Engagement with the service 6.1.2 Parent views are respected 6.1.3 Families are supported 6.2.1 Transitions 6.2.2 Access and participation 6.2.3 Community Engagement
QA 7 Governance and Leadership	7.1 Governance 7.2 Leadership	7.1.2 Management systems 7.1.3 Roles and responsibilities 7.2.3 Development of professionals

Activity Centres Inc. Policies and Procedures

Absent and Missing Children	Medical conditions
Access Policy	Medication Administration
Anti-Bullying Policy - Children	Orientation
Child Protection	Physical Environment
Code of Conduct	Pick up and drop off
Conditions of Employment	Privacy
COVID 19	Reporting to the Regulatory Authority
Disciplinary Action	Responsible Person
Emergency	Security
Enrolment	Smoking, Drugs and Alcohol
Equipment and Maintenance of Equipment	Staff Appraisal and Review
Excursion	Staff Child Ratio
First Aid Policy - Management of Incident, Injury, Illness and Trauma	Staff Professionalism
Hazardous Materials	Staff Selection
Hygiene & Cleaning	Staff Training and Development
Infectious Disease	Supervision
Information Exchange	Toileting and Nappy Change
Laundry	Transport – Safe Transportation of Children
Maintenance of Records	Volunteers and Student Placement
Media Policy	Water Safety

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> • Children feel safe, secure and supported • Children develop their autonomy, inter-dependence, resilience and sense of agency • Children develop knowledgeable and confident self identities • Children learn to interact in relation to others with care, empathy and respect
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> • Children become strong in their social and emotional wellbeing

Early Years Learning Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> • Children feel safe, secure and supported • Children develop their emerging autonomy, inter-dependence, resilience and sense of agency • Children develop knowledgeable and confident self identities • Children learn to interact in relation to others with care,
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<p><u>Learning Outcome 3</u> Children have a strong sense of wellbeing</p>	<p>empathy and respect</p> <ul style="list-style-type: none"> • Children become strong in their social and emotional wellbeing
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Legislation

Child Protection (Working with Children) Act 2012	NSW Government – Communities and Justice
NSW Children and Young Persons (Care and Protection) Act 1998	NSW Government – Communities and Justice – Mandatory Reporter Guide
NSW Office of the Children’s Guardian – Child Safe Standards	5 th Edition Staying Healthy in Child Care – Preventing infectious disease in early childhood education and care services

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

Endorsed by the Management Committee on the 04 November 2022

Child Safe Environment Policy is to be reviewed by the 04 November 2027