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Child Safe Environment

Policy Statement

The United Nations Convention on the Rights of the Child (UNCR) outline that children and young people have a right to be safe and cared for, no matter where they are or who they are with. Children have the right to be protected from violence, abuse or neglect. When working with children and young people, it is important to understand children's rights and needs.

We are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment. Children's safety and wellbeing are paramount at our service. We embed the National Principles for Child Safe Organisations and promote a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging. [NQF October 2023]

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S. 4	How functions to be exercised
S. 5	Meaning of serious incident
S.5AA	Meaning of inappropriate conduct [NSW]
S.162A	Child protection training Offence relating to child protection training

S. 162B	Child safety training
S.165	Offence to inadequately supervise children
S.166	Offence to use inappropriate discipline
S.166A	Offence to subject child to inappropriate conduct Offences relating to inappropriate conduct
S.167	Offence relating to protection of children from harm and hazards
S. 174AA	Educators and other staff members of education and care services to notify certain information
S. 174AB	Approved provider must notify Regulatory Authority of event under section 174AA
Part 6A	Devices in education and care services
S. 178	Suspension of education and care by certain persons
S. 178A	Supervision of certain persons providing education and care
S. 188	Offence to engage person to whom prohibition notice applies
12	Meaning of a serious incident
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
84	Awareness of child protection law
99	Children leaving the education and care service premises
102AAB	Safe arrival of children policies and procedures
102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
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
102E	Children embarking a means of transport—centre-based service
102F	Children disembarking a means of transport—centre-based service
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
115	Premises designed to facilitate supervision
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
145	Staff record
149	Volunteers and students
155	Interactions with children
162	Health information to be kept in enrolment record
167	Record of service's compliance
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedure
175	Prescribed information to be notified to regulatory authority

RELATED POLICIES

Adventurous and Risky Play Policy Guiding Children's Behaviour Policy Child Protection Policy Educator Code of Conduct Policy Management of Grievances Policy Access, Arrival and Departure Policy Emergency and Evacuation Procedure Excursion/Incursion Policy Injury, Incident, Trauma and Illness Policy Interactions with Children, Families and Staff Policy Medical Conditions Policy Nutrition and Food Safety Policy Code of Conduct for Families Policy	Privacy and Confidentiality Policy New Staff Induction Policy Recruitment Policy Safe Arrival of Children Policy Safe Storage and Use of Chemicals Policy Transportation and Riad Safety Policy Sleep and Rest Policy Staffing Arrangements Policy Student, Volunteer and Visitor's Policy Sun Smart Policy Supervision Policy Safe Use of Digital Technologies and Online Environments Policy Water Safety Policy Respect for Children Policy Tobacco, Drug & Alcohol Free Policy

Purpose

Our service has a legal and ethical responsibility to provide a safe and friendly environment where all children are respected, valued and encouraged to reach their full potential. Children's safety is paramount, and we aim to take all practical steps to protect children from harm, ensuring a healthy and safe environment. We believe that children's safety, rights, and best interests are the paramount consideration for all service operations, decisions and functions. Our service ensures that child safety, wellbeing and best interests take priority over all other considerations, including financial interests or other obligations of management, and are embedded in our daily practices, policies and procedures.

Our service adheres to and aligns with legislative requirements related to taking images or videos of children. (See *Safe Use of Digital Technologies and Online Environments Policy*.) We provide children, staff, educators and visitors with an environment free from the use of tobacco (including vaping), alcohol and illicit drugs.

Key terms definitions

Code of Conduct	Together with a code of ethics, the code of conduct helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards
Disclosure	The process where a child or young person conveys or attempts to convey that they are being or have been abused.
Inappropriate conduct to a child	any behaviour that a reasonable person would consider to be inappropriate in an education and care service, taking into account the child's age, development, safety, wellbeing and the context of the interaction.
Information sharing	Refers to sharing or exchanging information, including personal information about or related to, abuse in organisational contexts. The terms refer to sharing information between (or within) organisations, as well as sharing information with professionals who provide key services for children.
Mandatory reporter	A person who is required to report known and suspected cases of child abuse and neglect to a nominated government department or agency.
Mandatory reporting	The legislative requirement for selected classes of people to report suspected cases of child abuse and neglect.
National Model Code	The National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code) addresses child safe practices for the use of electronic devices while providing early education and care (ECEC).

National Principles for Child Safe Organisations	Reflect ten child safe standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse and are the vehicle for giving recommendations relating to the standards.
Reportable conduct	Certain organisations or entities have legal obligations under Reportable Conduct Schemes to notify and investigate certain allegations of abuse involving a child, when the allegation is against someone they employ, engage or contract in circumstances outlined in the legislation.
Rights of the Child	Human rights belonging to all children, as specified in the United Nations Convention of the Rights of the Child.
Wellbeing	Sound wellbeing results from the satisfaction of basic needs. It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity, and resilience.
Working with Children / working with vulnerable people check (WWCC/WWVP)	A notice, certificate or other document granted to, or with respect to a person under a working with children law. The person has been assessed as suitable to work with children; there has been no information that if the person worked with children the person would pose a risk to the children; or the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.

Definitions sourced from ACECQA. (2023). Policy and procedure guidelines. *Providing a Child Safe Environment*. NSW Department of Education (2021). Guide to the Child Safe Standards for early childhood education and care and outside school hours care services

Implementation

Under the Education and Care Services National Regulations the Approved Provider must ensure that policies and procedures are in place for providing a child safe environment and take reasonable steps to ensure those policies and procedures are followed. (Regulation 168, Regulation 170). The National Law requires management to ensure all children being educated and cared for are adequately supervised and every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. Our focus is to build a child safe environment which is reflected

in our service policies and procedures and understood and practiced by all educators, staff, children and young people, volunteers and students.
'Child safety is everyone's responsibility.' (A guide to the Child Safe Standards. p.26. 2020)

Our commitment to child safety

Our service is committed to being a child safe organisation and embeds the National Principles for Child Safe Organisations, placing the protection of children as a priority of our responsibilities and obligations. The NSW Child Safe Standards provide guidance for our service to build our capacity as an organisation to prevent and respond to allegations of child abuse and ensure our policies and procedures, strategies and attitudes, ensure children's safety is paramount.

Our service has a zero tolerance to child abuse, and we are committed to the safety, participation and empowerment of all children and young people. Our *Statement of Commitment to Child Safety* demonstrates our responsibility to protect children, uphold their rights, and embed a culture of child safety across all aspects of our operations.

We promote diversity and tolerance and aim to form equitable and positive relationships with children. We ensure children and young people participate in decisions affecting them and listen and respect their suggestions and ideas. We respond to any concerns, disclosures, allegations or suspicions of harm by reporting to the relevant authorities.

Our service has adopted the National Model Code and Guidelines and implement child safe practices regarding the use of electronic devices for taking images or video of children whilst providing education and care.

Recruitment

Our service maintains a rigorous and consistent recruitment, screening and selection process to ensure the best staff members and educators are employed based on skills, qualifications, experience and suitability for the position available. All staff and educators participate in robust interviews and have reference checks completed to ensure the applicant's suitability to the role, previous experiences and their commitment to child safe values and practices.

All prospective applicants must declare that they do not hold any prohibition notices, including suspension, supervision or prohibition notices or enforceable undertaking, preventing them from working with children. The approved provider will verify

prohibition notices using the NQA ITS ‘register search’ tool. Candidates applying for roles such as nominated supervisor or responsible person must also complete a Compliance History notice. Existing employees are required to disclose any enforcement actions, including suspension, supervision or prohibition notices or enforceable undertaking, taken against them to the approved provider, in writing, within 24 hours.

All staff and educators are provided with a comprehensive induction process which outlines our Code of Conduct and key policies including *Child Protection, Safe Use of Digital Technologies and Online Environments Policy, Privacy and Confidentiality Management of Grievances, Work Health and Safety Policy,* and other related policies, to ensure a child safe environment. New employees (including the nominated supervisor and staff members), students and volunteers are to familiarise themselves with the *Child Protection Policy* to understand child protection laws and their obligations and mandatory reporting duties to ensure the safety and well-being of children at the service.

Working with Children Check- Police Clearance

Working in conjunction with the Child Protection Act and National Regulations, the safety, welfare and wellbeing of children is paramount within our service and community. A Working with Children Check (WWCC) is a requirement for people who work in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

All prospective applicants must declare that they do not hold any prohibition notices preventing them from working with children (Reg 188). The approved provider will verify prohibition notices using the NQA ITS ‘register search’ tool. Candidates applying for roles such as nominated supervisor or responsible person must also complete a Compliance History notice. Existing employees are encouraged to disclose any enforcement actions taken against them.

Staff are also required to provide a National Police Check Certificate. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked. If any staff member’s WWCC becomes invalid, the person will be removed from their role working with children immediately until the clearance is renewed or a valid clearance is obtained. It is a criminal offence to continue to engage anyone whose WWCC is not valid, expired or suspended or revoked.

Staff, educators, volunteers and visitors are informed they must notify the approved provider, in writing, of any changes to their WWCC or teacher accreditation or registration within 72 hours, or within 24 hours of becoming aware of the change. The approved provider will notify the regulatory authority, in writing, of changes to an educator, staff member, volunteer or visitors WWCC within 24 hours.

Management is responsible for the periodic review and maintenance of up-to-date records of employees' WWCC including the WWCC number and the date on which each clearance expires.

Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current. The WWCC will be placed in the individual's file. Management will verify WWCC every 6 months.

The approved provider will ensure staff are aware of mandatory reporting obligations relating to a change of WWC status, teacher registration or fit and proper status in accordance with the *Child Protection Policy*.

Any visitor who has direct contact with children will be required to provide a WWCC for verification prior to coming into contact with children. Management will verify all student and volunteer WWCC prior to placement. The approved provider will keep a record for each day a student or volunteer participates in the service including date and hours of participation.

The result of a Working with Children Check is either a clearance to work with children and is valid for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

Management will verify all student and volunteer WWCCs prior to placement. Any visitor who has direct contact with children will be required to provide a WWCC for verification prior to coming into contact with children.

The Approved Provider will keep a record for each day a student or volunteer participates in the service including date and hours of participation.

A copy of all staff's Working with Children Check who are employed at the service will be issued to school management to comply with the licence agreement.

Child Protection

Children and young people always have a right to be safe and protected. To comply with legislation and ensure a child safe environment, all educators, staff, volunteers and students are will be required to complete mandatory National Child Safety Training for the Early Childhood Education and Care Sector (effective February 2026). This applies to any person working in the service whether or not they work directly with children. Staff, educators, students and volunteers must demonstrate an understanding of the role of mandatory reporter, including when a report must be made and how to make a report.

Approved Providers, Nominated Supervisors, educators and staff are mandatory reporters and have a legal obligation to make reports if they suspect on reasonable grounds, a child is at risk of significant harm. Neglecting these obligations could potentially be deemed a criminal offence.

All educators, staff and volunteers are provided with up-to-date training and development about child protection law and their obligations under this law and to ensure they are confident in following the reporting guidelines within NSW and adhere to our *Child Protection Policy*. (Reg 84). Management will ensure training and development are provided for all educators, staff, and volunteers in child protection on an annual basis.

Through continual education and training, educators and staff are equipped with the knowledge, skills and awareness to keep children safe. Training gives educators and staff confidence to identify, respond and report child abuse.

Our service is committed to providing support to children, young people, families, educators or staff who have made a report regarding child protection, with a focus on upholding strict confidentiality throughout the process. Our primary concern is the well-being and safety of the child or young person, and we will work closely with relevant authorities, professionals, and support networks to ensure that the child or young person's best interests are met throughout the process. Our dedicated support system will assist educators and staff in navigating this challenging process while safeguarding their privacy and professional well-being.

Supervision is effective to ensure they understand that *child safety is everyone's responsibility.*

All allegations, concerns or suspicions of inappropriate conduct will be reported in accordance with the *Child Protection Policy* and *Management of Inappropriate*

Conduct Procedure. Our Service will develop and maintain a *Child Protection Register* for recording child protection concerns. Our service will ensure all educators and staff have access to the online Mandatory Reporter Guide (MRG) and reporting decision tree via Service-supplied electronic devices/or ensure this is displayed in a place accessible by all staff. A *Child Protection Risk Assessment* will be completed and reviewed annually. Our service will use a range of strategies to provide effective supervision, including using attendance records to ensure all children are accounted for (head counts).

Protection against a person who has made or may make a protected disclosure is outlined within Our *Protected Disclosures (Whistleblower) Policy* outlines the supports and protections for individuals who report concerns in good faith about child safety, breaches of the National Law, or Service operations.

Child protection- Reportable Conduct Scheme (Allegations Against Employees)

To protect children and ensure their safety, welfare and wellbeing, management is responsive to report allegations or convictions of child abuse and child related misconduct by any staff member or volunteer or contractor to the Office of the Children's Guardian (OCG) (NSW) as part of the *Reportable Conduct Scheme*.

Our service will ensure an appropriate level of confidentiality of information relating to the reportable allegations as per the Children's Guardian Act 2019 NSW. We take our legislative responsibilities as part of the Reportable Conduct Scheme seriously and will respond to any reportable allegation or conviction against employees or volunteers that may arise.

Reporting and Responding to General Complaints

Feedback from children, families, educators, staff and the wider community is fundamental in creating an evolving service working towards the highest standard of care and education. We ensure educators, staff, volunteers and students are well informed about the different ways children may express concerns, distress and disclose harm as well as the process for responding to disclosures from children- including a complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child or another child. (ACECQA 2023)

We aim to investigate all complaints and grievances with a high standard of equity and fairness. Our service believes in procedural fairness and natural justice that govern the strategies and practices, which include:

- The right to be heard fairly
- The right to an unbiased decision made by an objective decision maker
- The right to have the decision based on relevant evidence.

Arrival and Departure Authorisation

Our service prioritises children's safety at all times. Staff and educators will only release children to an authorised person as named on the child's enrolment form. The service will request families provide current court orders, and parenting plans to ensure our records are up to date.

National Regulations require our service to keep a record of children and visitor's arrival and departures, with the signatures of the person responsible for verifying the accuracy of the record and the identity of the person collecting the child or young person. Educators will work in collaboration with our Access, Arrival and Departure *Policy*, *Safe Arrival of Children Policy* and *Absent and Missing Children Policy, Participation of Students and Volunteer policy* to ensure children and young people remain safe.

Arrival of children

Families are informed on orientation and through regular reminders as to the use of the school car park. Adhering to the time and speed restrictions, car park etiquette and the directions from the principal of the school. Educators are to complete an initial safety check of the car park and service security on arrival and during the morning session.

- Electronic sign in iPads are available for before and afternoon sessions of care for educators and parents/guardians to sign the child/ren in and out.
- Educators are to greet each child and parent/guardian and monitor the signing in
- Educators are to check the electronic sign in during the morning period to ensure that all children have been signed in.
- If a child has arrived and not been signed in educators are to enter the children in via the electronic sign in /iPad
- Educators are to ensure that parents/guardians verify the sign in and absences when the child is next in attendance via the electronic sign in.
- Children are not allowed to complete the electronic sign in, they must be signed in by a parent/guardian or nominated person, this will be indicated by signage.

Departure of children

- Educators are to ensure that only nominated persons/authorised persons collect a child who is enrolled at the service.
- The Nominated Supervisor/Responsible Person for each session will be displayed in the sign in/out area.
- At the end of the day prior to lock up all areas of the service must be physically checked by two primary staff members. This includes toilet, balcony, storeroom, kitchen, office and year 3-6 room. Children are to be encouraged not to hide from their parents/guardians at the end of the day.
- Two educators will also check the electronic sign in/out roll to ensure that all children have been signed out and collected by an authorised person.
- A lock up procedure checklist will be completed at the end of each day.

Supervision of children

- Supervision of children is essential throughout the day
- Educators are to adhere to staff to child ratios as stated in the Education and Care Services Regulations and National Law and Standards for Out of School Hours Care Services.
- Higher ratios of supervision may be required depending on the activity proposed and or support needs of children in attendance.
- Educators will supervise children in areas as indicated on the supervision map to ensure all play spaces are monitored

Use of Tobacco, Drugs and Alcohol

- Our service supports the Smoke Free Environment Act 2000. The company and its employees will follow all conditions outlined in this act
- Our service is bound by the Education and Care Services National Regulations. Alcohol, drugs, or other substance abuse by employees can have serious adverse effects on their own health and the safety of others. As such, all employees must not:
    - consume illegal drugs or alcohol prior to starting work
    - consume illegal drugs or alcohol while working
    - be under the influence of illegal drugs or alcohol while working
    - use or possess illegal drugs at any workplace
    - drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances, or
    - bring alcohol or any illegal drugs onto the premises

- Smoking or vaping is NOT permitted in or on surrounding areas of the service. (The smoking ban extends to an area of up to 5m around the land the service is approved to provide education and care)

First aid

- An educator with a current first aid certificate will always be available to administer first aid to injured children.
- Three fully stocked first aid kits will be maintained and located so it is easily accessible to all areas of supervision.
- First aid kits will be checked on a weekly basis
- Bloodied materials to be double bagged and inaccessible to children.
- All medication needs to be in a child proof container in a locked cupboard or locked container in the fridge. The exceptions are EpiPen's and asthma medication which must be accessible to educators at all times.
- EpiPen expiry dates will be checked monthly as part of the Health Leader's duties. When close to expiring, educators are to inform parents.
- Children are unable to attend unless their medical equipment is complete.

Indoor environment

- Natural light and ventilation heating/cooling is utilised to ensure the comfort, safety and well being of children
- Storage systems will be child friendly
- Children will be provided with an environment that is free from the use of tobacco, illicit drugs and alcohol
- Electrical tagging will be conducted yearly by a registered company and a certificate displayed
- Safety switches will be present in all power points
- Emergency lighting will be in place in the event of a black out
- Electrical circuit breakers will be installed
- Screens will be fitted to all windows and doors to provide security, protection form insects and maintain extra natural ventilation
- Outdoor lighting will be adjusted as per the natural outdoor light
- Separate areas will be provided for children to store their bags and belongings

Administration space

Areas are provided within the service for the purpose of conducting administrative functions, consulting with families, private conversations, and providing respite for educators and volunteers.

Kitchen/Storeroom

- Children are not allowed in the kitchen or the storeroom unattended. They may however assist in the kitchen for appropriate safe activities under the direct supervision of educators.
- Children are not allowed in the kitchen facility when there are hot liquids involved in the preparation of foods and or hot foods out of the microwave or oven.
- Kitchen knives are used and immediately locked in the lockable cupboard
- The locked cupboards will remain locked at all times. A list of items within this cupboard will be provided.
- Material Safety Data sheets will be available for products, kitchen cleaning, office, main room, art & craft and checked yearly

Emergency exits/fire/ safety equipment

- Morning shift educators are to ensure that all doors are unlocked and that exits are identified clearly and remain unblocked
- Fire extinguishers, hoses, blankets and fire alarms must be accessible and have the 6 monthly regulatory checks by a registered authority. All checking certificates will be displayed.
- Education will be provided to the educators, families and children in the emergency evacuation and lockdown procedures and practiced by educators and children regularly, at least twice a term for both before and after school care.
- Educators will keep a record of all evacuation and lockdown drills and evaluate the effectiveness of such drills.
- There will be a shelter in procedure in the event of hazardous such as weather
- Emergency evacuation and lockdown plans and procedures are to be prominently displayed at each fire exit.
- During an evacuation drill or lockdown, signage will be provided for families on outside doors.
- The Nominated Supervisor/Responsible Person will ensure that new children and educators have participated in an emergency evacuation procedure and education is ongoing.
- The service keeps and maintains an appropriate number of suitably equipped first aid kits easily recognisable and readily accessible to adults.
- Educators hold accredited first aid certificates and attend annual fire awareness training.

Risk Assessment and Risk Assessment Tool

A risk management system is in place to identify and manage hazards within the workplace to ensure a child safe environment. Children will be involved in reviewing appropriate risk assessments.

The key principles of risk management include:

1. Identifying all hazards or potential hazards in the workplace
2. Assess the risk of each harm or potential of harm
3. Control or manage the risk
4. Monitor and improve safety
5. Evaluate and Review

It is the responsibility of all educators at the service to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/on-site visit. Common hazards within the service which may require a risk assessment include:

- Cross-Infection and Infectious Disease
- Building and Equipment (including storage)
- Inadequate space for conducting activities and experiences
- Hazardous Chemicals
- Electrical appliances
- Food preparation and storage
- Environmental influences such as shade, noise etc
- Fire equipment
- Pets and/or animals
- Inadequate supervision of children
- Children's activities and experiences
- Work Health and Safety such as manual handling
- Non-Compliance risk
- Transportation of children (regular outing and regular transportation)
- Excursions
- Potential emergencies
- Natural disasters

Educators and children will regularly collaborate to identify potential risks in the various environments and play spaces utilised by the service. Risks assessments documents will be utilised to record this information.

Emergency and Evacuation Procedures

Management will ensure that copies of the emergency and evacuation floor plan is displayed in prominent positions near each exit of the service premises, including indoor and outdoor learning areas.

All staff and educators are familiar with emergency evacuation procedures and regulatory requirements.

Rehearsals for emergency and evacuation procedures, including lock downs, are conducted at least once every 3 months. Records will be kept for all rehearsals.

Art/stationary cupboard/storage container

- Children are not permitted in the storage container.
- Sports equipment is to be stored in the appropriate allocated areas with labelled shelving
- storage container to be kept clean and orderly
- An educator will be assigned to monitoring this space
- Educators are to store heavier items on the ground or on bottom shelves to prevent injury.
- To remain locked at all times.

Children's resources

- Checks of these areas are conducted on a regular basis as well as maintaining the cleanliness and documentation.
- A hazard form will be available for both indoor and outdoor areas
- A daily environment check will be attended to each afternoon educators will monitor equipment indoor and outdoor hazards will be fixed or removed
- Educators are to consider the age appropriateness, safety and storage of resources purchased for the service.
- Educators will monitor the use of equipment e.g., safety aspects
- An inventory will be kept of all resources and updated yearly or as required
- Children's equipment is to be cleaned termly with the appropriate cloths and cleaning products and sunlight. A record of items cleaned will be identified through a sticker system and identified on a cleaning schedule.
- Families will be utilised to assist with taking items home to be washed each term or as required.
- All areas will be kept clean and tidy as per the weekly and termly cleaning roster.
- Signage will be utilised for hazards.

Toilet facilities

- Educators are to ensure that the children have access to school toilets when OOSH is operating
- Paper towel facilities will be managed by the service
- Children will inform educators when they need to use the toilet facilities. Two children will be together at all times and accompanied by a nominated educator who waits outside the toilets in view of outdoor supervision and or other educators.
- The nominated educator will wear an orange vest; children will be informed of this procedure during orientation.
- Toilets are to be locked by an educator at the end of the day unless otherwise notified
- Children are to be informed of expected behaviour within the toilet facilities and encouraged to use proper hygienic procedures, i.e., flushing toilets, turning off taps after washing hands with soap and drying their hands.
- Hand washing posters will be displayed, and water conservation will be encouraged.
- Educators to follow bathroom procedure in the event that a child requires assistance

Outdoor environments

- Educators are to conduct a Work Health and Safety checklist at the beginning of each day.
- Children are to be signed out in the morning and observed walking over to the school. The access road rope is to be up at all times during the service's operation hours.
- Lighting is to be working within the school car park/toilets and grounds, educators to check they are in working order and report to the school.
- The service lights are to be altered according to the seasons to ensure adequate lighting of the balcony and car park.
- Educators are to report all maintenance requests on the hazard reporting form.
- Children will participate in outdoor activities within the school's premises.
- Shaded areas will be provided within the outdoor environment.
- Dangerous items shall be disposed of in a safe and careful manner prior to the children playing in the area. A sharps disposal kit is available in the art/stationery cupboard

- Access for children and people with individual needs will be maintained ensuring all necessary requirements are considered.
- A WHS representative from the Management Committee will conduct a yearly Work Health and Safety audit with the assistance of the Centre Manager/Centre Coordinator.
- An educator will be assigned to the role of WH & S representative

Safety education for children

- Children will be reminded through our program about stranger danger, child protection, cyber safety, road safety, bike safety, home safety, disability awareness, safe playing and community off site visits.
- Safety is a key service responsibility how we keep safe will be discussed regularly
- Children will be consulted in regard to safety audits, safe play spaces and use of equipment
- Children and educators will wear sunscreen and hats when UV Index is higher than 3 and will adhere to safe play times as determined by the SunSmart Guiding Principle.

Pest Control

- All areas will be checked daily for signs of pests or vermin.
- The service carpets and couches will be cleaned 6 monthly by a professional contractor.
- An annual pest inspection will be conducted.
- Should any pests or vermin be identified then action should be taken to rid the service of the problem by initially using non-chemical methods such as physical removal, low irritant, environmentally friendly sprays are to be used minimally and only with adequate ventilation and preferably not in the presence of the children.
- Material Safety Data sheets will be available for termite treatments
- All chemicals will be in a locked cupboard and possess a material safety data sheet for that product (yearly checking of these MSDS these are referred to below as SDS sheets will be attended to). Limited use of hazardous products will be adhered to a list of all contents will be displayed on the outside of the cupboard

Work Health and Safety Audits

- Will be attended to by a Management Committee representative yearly as an unannounced visit and a report compiled to submit to the next committee

meeting. The representative will be supported by a member of the staff Work Health and Safety team.

- Polices and procedures will be reviewed annually in line with the service's Quality Improvement Plan and National Regulations and Law.
- The service will periodically consult with families on the safety of the service environment and WH&S will be placed as an agenda item for all Management Committee and staff meetings.
- Newsletter items and display boards will inform families of the safety and Work Health and Safety matters including lock down/evacuation procedures and practices.
- Registered authorities such as KidsSafe will be consulted in regard to play equipment/environments
- Reporting unsafe play environments to the school
- Including play space /equipment checks in the routines and education awareness with children

Storage of Hazardous Substances

- We reduce the risk of harm to children and educators by using eco-friendly products. Our service will endeavour to provide a safe environment where necessary chemical and hazardous equipment are safely stored away from children and handled appropriately.
- Management, staff and educators will keep a register of hazardous chemicals used within the service, including Material Safety Data Sheets (MSDS).
- To maintain a safe environment for children, the following audits and checklists are conducted:

Security

- Back to base monitoring will be employed by the service
- Nominated Supervisors/Responsible Persons will hold keys to the service
- The lock up procedure will cover shutting windows, switching off electrical appliances, the locking of all areas, including, school toilets, filing cabinets, office, kitchen, building and storage container and alarm setting.
- Minimal money will be kept at the premises. A sign will be displayed at the service.
- The Centre Manager will ensure that the alarm company is notified of up-to-date contacts.
- The school gate will be locked at the end of the day either by the service or school.

- In the event of a suspected break in a comprehensive break in procedure is located in the office, this contains contact numbers, Management Committee centre locksmith etc.
- Staff /Management/visitors will not be on site out of OOSH operating hours (6.00pm – 7.00am) or school hours without permission from the school executive.

Online Safety

Our service is committed to creating and maintaining a safe online environment with support and collaboration with children, young people, educators, staff, families and community. Management ensures anti-virus and internet security systems are installed to block access to unsuitable web sites, newsgroups and chat rooms.

Our service ensures backups of important and confidential data is made regularly and either stored securely offline, or online. Software and devices are updated regularly to avoid any breach of confidential information.

Written authorisation is requested as part of the enrolment process for children to have their photo taken and published as part of promotional marketing, Facebook and service newsletters.

Only educational software programs and apps that have appropriate content and have been examined prior to allowing their use are used in the service. Children are always supervised using technology devices.

Children will not have access to the internet on ipads used for educational games.

The blue ipad will be allocated to take photos/videos within the service program or for use by children with an educator specifically supervising for research/learning experiences

Personal mobile phones or any personal electronic device are not used to take photos or video of children at the service. Only service issued electronic devices are used and strict controls are in place to ensure the appropriate storage and retention of images and video of children as per the National Model Code and Guidelines.

Educators and staff implement child safe procedures outlined in the *Safe Use of Digital Technologies and Online Environments Policy* to ensure children are always supervised and never left unattended whilst using any electronic devices. The physical environment, layout and design ensure it supports child-safe practices when children are engaged in using technology and regular audits are conducted to identify

any potential risks to children's safety. All electronic devices are password protected with access for staff only.

Equipment, Furniture and Maintenance

There are several factors that can contribute to a hazard, such as a deprived program, insufficient
supervision and dilapidated equipment. To ensure a child safe environment free from hazards, our service has implemented practices and continue to monitor service policies and procedures that uphold Australian Safety Standards.

The venue of our service, and all equipment and furniture used within the service are audited to ensure all aspects are safe, clean and in good repair. We understand that hazards are specific to developmental stages of children. Educators are aware that toys and equipment need to be checked to ensure they are safe and developmentally appropriate for school aged children. Regular checks occur within the service to ensure that all toys, furniture and equipment are in good condition and working order.

Continuous Review

To ensure we maintain a culture of continuous improvement, we will ensure our child safe practices are regularly reviewed, evaluated and improved. We aim to ensure all educators, staff and volunteers understand and effectively implement our policies and procedures to provide a child safe environment at our service.

We will regularly review and monitor the effectiveness of our Child Safe Environment Policy and procedures and invite children, staff members, families and communities to contribute to their development. Any updates or revisions will be communicated to all stakeholders.

Source

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