



*We would like to acknowledge Community Child Care Co-operative (NSW) for material used in this policy*

# Providing a child safe environment

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

## Policy Statement

North Rocks Preschool has a moral and legal responsibility to ensure that the rights and best interests of the child are paramount and that we will provide training, resources, information and guidance to support this in order to:

- ensure that the health, safety and wellbeing of children at the service is protected at all times;
- ensure that people educating and caring for children at the service act in the best interests of the child;
- protect and advocate the rights of all children to feel safe, and be safe, at all times;
- maintaining a culture in which children's rights are respected;
- encouraging active participation from families at the service, supporting a partnership approach and shared responsibility for children's health, safety, wellbeing and development.



**NORTH ROCKS**  
PRE-SCHOOL



## **Goals / What are we going to do?**

All children have the right to experience quality education and care in an environment that promotes opportunities to thrive with adults who safeguard and advocate for their health, safety, security and wellbeing including the right to:

be asked to express their views and wishes about matters affecting their lives and to have those views appropriately considered by adults;

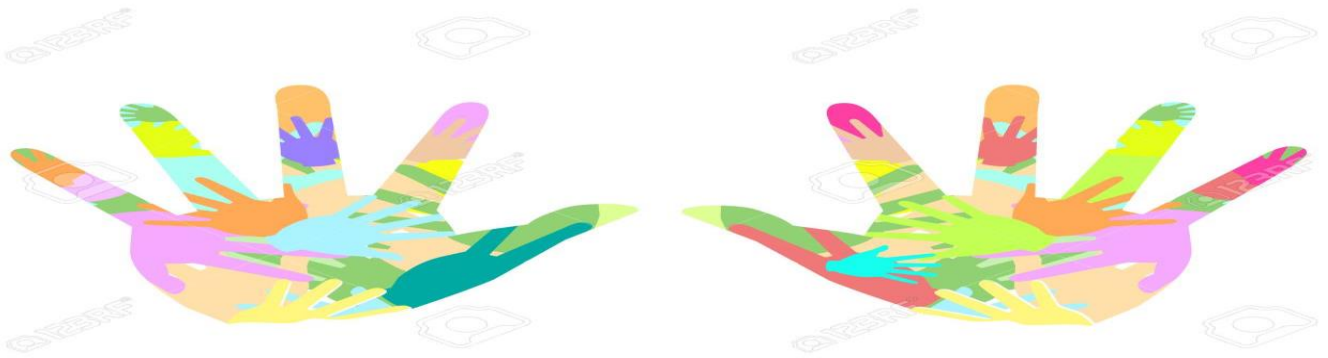
feel and be safe in their interactions with adults and other children and young people; and understand, as early as possible, what is meant by 'feeling and being safe'.

## **Strategies / How will it be done?**

### **The Physical Environment**

In order to promote a safe physical environment we will:

- Ensure all equipment and materials used at the service meet relevant safety standards.
- Remove, repair or replace worn and damaged buildings, structures equipment and resources which may provide a safety risk for children in a timely manner.
- Ensure learning environments are established that provide appropriate child groupings, sufficient space, and include carefully chosen and well-maintained resources and equipment.
- Organise indoor and outdoor spaces to ensure risks to the health and safety are minimised.
- Conduct a risk assessment of the service environment on a quarterly basis to determine any risks to children's health and safety.
- Analyse and evaluate the risks associated with identified hazards.
- Determine appropriate ways to eliminate or control identified hazards.
- Review risk assessments after any serious incident report is made to the Regulatory Authority.
- Ensure smoking is banned within the grounds of, and within four meters of any entrance of an enclosed public space.



## Staffing and Supervision

- Ensure that sufficient numbers of educators are employed to ensure adequate supervision of children at all times.
- Manage rosters to not only ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements but that duty of care implications are considered to ensure adequate supervision at all times.
- Ensure screening and suitability of staff, volunteers as per the legislation and policy at the time of employment and as part of an ongoing process.
- Respond proactively to emerging staff performance concerns.

## Child Protection

- All educators and volunteers of our service are Mandatory Reporters and are required to report to the Child Protection Helpline (Phone: 133 627 or eReport at: <https://kidsreport.facs.nsw.gov.au>) if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concern about the safety, welfare or wellbeing of a child or young person.
- The Mandatory Reporter Guide (see resources) will be used, to guide decision making and determine whether or not to report to the Child Protection Helpline under the new risk of significant harm reporting threshold.
- Staff will undertake training in order to effectively: make appropriate responses to all disclosures of abuse and any allegation of abuse against staff members of the service;
  - understand the responsibilities and processes as a mandatory reporter;
  - be able to recognise the factors that increase a child's vulnerability to maltreatment;
  - be aware of the vulnerabilities which may indicate a need to assess, monitor or curtail the behaviour of individuals in relation to children and young people within organisations.

# Roles and Responsibilities

Role	Authority/Responsibility For
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"><li>• Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (section 167)</li><li>• Ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service (regulation 136 (1)(a)). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the regulations.</li><li>• Appointing a staff member to be the nominated first aid officer.</li><li>• Advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected upon request.</li><li>• Providing and maintaining an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards</li><li>• Providing and maintaining a portable first aid kit that can be taken off-site for excursions and other activities.</li><li>• Ensuring that first aid training details are recorded on each staff member's record.</li><li>• Ensuring safety signs showing the location of first aid kits are clearly displayed.</li><li>• Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.</li><li>• Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.</li><li>• Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.</li></ul>

# Roles and Responsibilities

Role	Authority/Responsibility For
<b>Early Childhood Educators Certified Supervisors</b>	<p>Act in accordance with the obligations outlined in this policy.</p> <ul style="list-style-type: none"><li>• Raise concerns when barriers or threats to the protection of children and young people’s safety and wellbeing are identified, including through the conduct of other adults at the site/service.</li><li>• Keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.</li><li>• Follow all record keeping requirements.</li><li>• Undertaking appropriate training and education on child protection.</li><li>• Identifying any potential for risk and harm to a child at the service and developing and implementing effective prevention strategies in consultation with the approved provider and the nominated supervisor.</li><li>• Co-operating with other services and/or professionals in the best interests of children and their families.</li><li>• Informing families of support services available to them (such as child first), and of the assistance these services can provide.</li><li>• Ensuring that no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at the service.</li><li>• Implementing the procedures for reporting suspected child abuse.</li></ul> <p>Notifying the nominated supervisor or the approved provider immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at the ELC.</p> <ul style="list-style-type: none"><li>• Offering support to the child and their family, and to other and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at the ELC.</li><li>• Maintaining confidentiality at all times.</li><li>• Adhering to all service policies.</li></ul>

# Roles and Responsibilities

Role	Authority/Responsibility For
Families	Reading and complying with this policy. <ul style="list-style-type: none"><li>Reporting any concerns, including in relation to potential for child abuse, to the Nominated Supervisor.</li></ul>

## Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

## RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2: Each child is protected

National Quality Standard, Quality Area 3: Physical Environment – Standard 3.1, 3.2

National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, 7.2

## Related Legislation

Education and Care National Law Act 2010: Sections 165, 167

Education and Care National Regulations 2011: 99, 158-159, 168(f), 176

Child Protection (Working with Children) Act 2012

Child Protection (Working with Children) Regulation 2013

Child Protection (Working with Children) Amendment (Miscellaneous) Regulation 2013

Crimes Act 1900