

CHILD SAFE ENVIRONMENT POLICY - SA

The United Nations Convention on the Rights of the Child (UNCRC) 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, harm 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. Our Out of School Hours Care (OSHC) Service embeds the National Principles for Child Safe Organisations and promotes a culture of safety and wellbeing to minimise the risk of harm to children whilst promoting children's sense of security and belonging.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is respected
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.162A	Child protection training
S.165	Offence to inadequately supervise children
S.166	Offence to use inappropriate discipline
S.167	Offence relating to protection of children from harm and hazards

82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
97	Emergency and evacuation procedures
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
165	Record of visitors
166	Children not to be alone with visitors

167	Record of service's compliance
168 (2)(h)	Education and care services must have policies- Providing a child safe environment
168(2)(ha)	The safe use of digital technologies and online environments at the service
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 LEGISLATION

<i>Children and Young People (Safety) Act 2017 (to be repelled)</i>	<i>Child Safety (Prohibited Persons) Act 2016</i>
<i>Statutes Amendment (Child Sexual Abuse) Act 2021</i>	<i>Children and Young People (Safety and Support) Bill 2024</i>

RELATED POLICIES

Adventurous (Risky and Nature) Play Policy Behaviour Guidance: Bullying Policy Child Protection Policy Code of Conduct Policy Delivery of Children to, and Collection from Education and Care Service Premise Policy Emergency and Evacuation Policy Excursion/Incursion/Extra Curricular Activities Policy Furniture and Equipment Safety Policy Injury, Incident, Trauma and Illness Policy Interactions with Children, Families and Staff Policy Medical Conditions Policy Nutrition and Food Safety Policy	Physical Environment Policy Probation Induction and Orientation Policy Recruitment Policy (SA) Safe Arrival of Children Policy Safe Storage of Hazardous Chemicals Policy Safe Transportation of Children Policy Safe Use of Digital Technologies and Online Environments Policy Staffing Arrangements Policy Student, Volunteer and Visitors Policy Sun Safe Policy Supervision Policy Tobacco Drug and Alcohol-Free Policy Water Safety Policy Work, Health and Safety Policy
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PURPOSE

Our Out of School Hours Care Service (OSHC) 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 and wellbeing is paramount, and we aim to take all practical steps to protect children and young people from harm, ensuring a healthy and safe environment. Our Service adopts and aligns with the [National Model Code](#) for 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.

SCOPE

This policy applies to children, families, staff, volunteers, students, educators, approved provider, nominated supervisor, management and visitors of the OSHC Service.

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. (Reg. 168, Reg. 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 children, young people, families, educators, staff, visitors, volunteers and students.

Keeping children safe: a shared responsibility

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 harmed.
Harm	Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual abuse or physical, mental or emotional harm or neglect.
Information sharing	Refers to sharing or exchanging information, including personal information about or related to, harm 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 notifier A person who is required to notify known and suspected cases of harm or risk of harm to a child to the Child Abuse Report Line (CARL) on 13 14 78

All teachers and staff working within an education and care setting are mandated notifiers.

Mandatory reporting Legislative requirement for selected classes of people to report suspected cases of harm and risk of harm.

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.

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 (WWCC)

People over the age of 14 years working or volunteering with children in South Australia must, by law, have a valid, not prohibited Working with Children Check. A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information.

Definitions sourced from

ACECQA. (2023). Policy and procedure guidelines. *Providing a Child Safe Environment*.

Government of South Australia. (2022). Human Services. *Creating a child safe environments policy*.

COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE (National Principles 1-10)

Our OSHC Service is committed to being a child safe organisation placing the protection of children as a priority of our responsibilities and obligations. Our *Child Safe Environment Policy* complies with the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations. The National Principles provide guidance for our Service to build our capacity as an organisation to prevent and respond to allegations of harm to children and ensure our policies and procedures, strategies and attitudes, ensure children's safety is paramount and that we continue to improve our child safe culture and practices.

Our OSHC Service has a zero tolerance to harm or risk of harm to a child or young person, and we are committed to the safety, participation and empowerment of all children. We ensure all staff, educators, volunteers and students have undertaken current child protection awareness training and understand their obligations as mandatory reporters and adherence to child protection law [Reg.84] or training through the Department of Human Services Safe Environments for Children and Young People (best practice). 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 as detailed in our *Interactions with Children, Families and Staff Policy*. We respond to any concerns, disclosures, allegations or suspicions of harm by reporting to the Department for Child Protection's Child Abuse Report Line.

Our OSHC Service will not tolerate bullying or harassment and our *Behaviour Guidance: Bullying Policy* and procedure outlines the preventative strategies and supervision implemented by our Service to deal with bullying and help protect children. Our priority is to ensure the safety and wellbeing of children and young people and encourage positive relationships.

[Primary policies – Behaviour Guidance: Bullying; Child Protection; Code of Conduct; Interactions with Children, Families and Staff; Safe Use of Digital Technologies and Online Environments Policy]

COMMUNICATION (National Principles 2 and 3)

We aim to build and maintain positive and respectful relationships with children, families, staff and educators of our OSHC Service and prioritise a child safe environment. We communicate regularly and clearly with all stakeholders and ensure our policies and procedures are available to staff, educators, students, employees, volunteers, families and children and young people. (Reg. 170). Our policy folder is available at the service located in the OSHC room. We welcome and encourage children, young people and families to share feedback and evaluation of our policies and procedures through surveys, feedback or discussions with management.

[Primary policies –Child Protection; Code of Conduct; Interactions with Children, Families and Staff]

PARTICIPATION OF FAMILIES, CHILDREN AND YOUNG PEOPLE (National Principle 2)

Our OSHC Service ensures families are always welcome and feel comfortable asking questions on how we prioritise child safety. We provide a range of opportunities for consultation and collaboration about decisions about their child's safety whilst at our Service including:

- policy and procedure review
- child protection
- child safe standards
- allegations/grievance procedures
- sun safety
- written authorisations- parenting orders
- code of conduct
- inclusivity and supporting children and young people with diverse needs
- implementing the National Model Code and Guidelines

We promote a respectful, child safe culture where children concerns are always responded to, and children and young people feel empowered to participate in decisions and provide feedback to educators and staff. Our Service provides opportunities for conversations with children and young people about their rights and encourages children and young people speak up if they are feeling unsafe or worried. We provide multiple channels for children and young people to lodge complaints, tailoring these options to their communication preferences based on their feedback. We work individually with children and young people to determine the type of support they may need in participating in the complaints process.

[Primary policies – Dealing with Complaints, Child Protection; Interactions with Children Families and Staff; Safe Use of Digital Technologies and Online Environments]

CODE OF CONDUCT (National Principles 4 and 6)

Management, educators, staff, volunteers and students will adhere to our OSHC Service's *Code of Conduct Policy*. Our Code of Conduct Policy clearly outlines expectations regarding behaviour and describes the principles, values, and ethical guidelines that guide our staff and stakeholders in their interactions and activities. All educators and staff members are made fully aware that following breaches of the Code of Conduct and role responsibilities may result in disciplinary action which may lead to termination of employment. Individuals can report any concerns they may have about inappropriate actions of any educator, staff, student or volunteer that involves children or young people to management, ensuring a prompt and thorough response to maintain a safe and secure environment for all.

All educators and staff will:

- promote a culture of child safety and wellbeing in all aspects of our OSHC Service's operations
- adhere to our *Child Safe Environment Policy*, *Child Protection Policy* and *Safe Use of Digital Technologies and Online Environments Policy* at all times
- ensure all staff, educators, volunteers and students have undertaken current child protection legislation training
- provide adequate supervision of children at all times
- ensure the safe use of digital technologies and online environments
- take reasonable action to protect children and young people from harm and risk of harm
- ensure the Service premise is free from the use of tobacco, illicit drugs and alcohol- including vaping
- be responsible for their own, and others health and safety
- adhere to our *Privacy and Confidentiality Policy*
- be a positive role model to children and young people
- respect children and young people's privacy and dignity at all times
- listen and respond appropriately to the views and concerns of children and young people
- report any allegations of harm or risk of harm to CARL as mandatory reporter and make an internal report after you have reported to CARL
- notify the approved provider and the regulatory authority within 24 hours of any serious incident or complaint as per the National Regulations
- encourage children and young people to 'have a say' on issues that are important to them.

Staff, educators, students and volunteers will not:

- discriminate against any child or young person, because of age, gender, cultural background, race, ethnicity or disability
- put children or a young person at risk of harm- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos)
- be in the possession of a personal electronic device that can take images or videos or personal storage and file transfer media when providing education and care and working directly with children- National Model Code
- develop any 'special' relationships with children or young people that could be seen as favouritism such as the offering of gifts or special treatment
- be under the influence of drugs or alcohol while working; bring alcohol or drugs onto the premises
- smoke or vape in or on surrounding areas of the OSHC Service.

[Primary policies – Child Protection; Code of Conduct; Privacy and Confidentiality; Probation Induction and Orientation; Safe Use of Digital Technologies and Online Environments; Tobacco, Drug and Alcohol-Free Policy]

RECRUITMENT (National Principle 5)

Our OSHC 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 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.

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*, *Dealing with Complaints*, *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.

[Primary policies- Child Protection Policy; Probation Induction and Orientation Policy; Recruitment; Safe Use of Digital Technologies and Online Environments]

WORKING WITH CHILDREN CHECK (National Principle 5)

Working in conjunction with the *Child Safety (Prohibited Persons) Act 2016* and Education and Care Services National Regulations, the safety, welfare and wellbeing of children is paramount within our Service and community. A [Working with Children Check](#) (WWCC) issued by the Screening Unit of the Department of Human Services 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. The result of a WWCC is either Not Prohibited and is valid for five years, or prohibited, which means they cannot work with

children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

Our Service are registered with the Department of Human Services (DHS) Screening Unit and link all WWCC. We also verify all staff, educator, students and volunteer WWCC in accordance with the *Child Safety (Prohibited Persons) Act 2016*. Management is responsible for the periodic review and maintenance of up-to-date records of volunteer, staff, and educator's WWCC, including the WWCC number and the date on which each Working with Children Check expires. Staff and educators are reminded to renew their WWCC prior to expiry. Staff members or educators are not permitted to provide education and care to children unless they have a current and verified WWCC.

Once an employee provides their- *Not Prohibited* WWCC, management will verify the WWCC with the DHS Screening Unit to ensure that it is valid and current. The WWCC will be placed in the individual's file. For existing staff and educators, we will verify they have renewed their WWCC every 5 years and record the status as *Not Prohibited*.

Management will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

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 (*best practice*). The approved provider will keep a record for each day a student or volunteer participates in the service including date and hours of participation.

[Primary policy – Child Protection, Recruitment, Staffing Arrangements, Student, Volunteer and Visitor]

CHILD PROTECTION (National Principle 6)

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 advised of current child protection law and understand any obligations under the law. Supervision is effective to ensure they understand that *child safety is everyone's responsibility*.

Approved providers, nominated supervisors, educators and staff, volunteers and students are educators and staff, volunteers and students are mandatory notifiers and have a legal obligation to notify the Department for Human Services if they suspect a child or young person is, or may be at, risk of harm. Notification must be made to the Child Abuse Report Line (CARL) on 13 14 78 or if at immediate risk,

report to South Australia Police (SAPOL) on 000. All reports of suspected child sexual abuse are to be made to the SA Police. Neglecting these obligations could potentially be deemed a criminal offence.

All staff and educators are provided with up-to-date training about child protection law and their obligations under this law and to ensure they are confident in following the reporting guidelines within South Australia 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.

Nominated supervisors, persons in day-to-day charge, persons with management or control, educators, volunteers(including students) must complete mandatory child safety course approved by the regulatory authority and refresher training every two years.

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 harm and risk of harm to a child or young person. Nominated supervisors and persons in day-to-day charge must complete a mandatory child protection course approved by the regulatory authority and refresher training on an annual basis.

To protect children and young people and ensure their safety, welfare and wellbeing, management is responsive to report allegations or convictions of harm or risk of harm to a child or young person and child related misconduct by any staff member, educator, volunteer or contractor to the screening unit in the Department of Human Services. [\[Safe environments for children and young people\]](#).

Our OSHC 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.

[Primary policy – Child Protection; Safe Use of Digital Technologies and Online Environments]

REPORTING AND RESPONDING TO GENERAL COMPLAINTS (National Principle 6)

Feedback from children, young people, families, educators, staff and the wider community is fundamental in creating an evolving OSHC Service working towards the highest standards 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 OSHC 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.

The approved provider will place a prominently displayed notice in the foyer area of our Service, providing contact information, including the name and telephone number for lodging. Educators and staff will receive guidance on the complaint/ grievance policy and procedure and the process for reporting complaints during their service induction. Families, children and young people will be advised of the complaint/ grievance policy and procedure and how to report complaints during orientation of enrolment.

All grievances and complaints will be treated seriously and as a priority, in accordance with the *Dealing with Complaints Policy* and procedure. Any complaints that allege a breach of the National Law and Regulations or alleges that the health, safety and wellbeing of a child or young person at the Service may have been compromised will be documented and reported to the regulatory authority within 24 hours. In the event that the child, young person or family is dissatisfied with the complaints process, they are advised they have the option to reach out to the regulatory authority or South Australian Equal Opportunities Commissioner (for complaints relating to discrimination - www.eoc.sa.gov.au (08) 8207 1977) for further assistance.

[Primary policy – Child Protection; Dealing with Complaints]

PHYSICAL ENVIRONMENT- SUPERVISION AND SAFETY CHECKLISTS (National Principles 5 and 6)

Children's safety is embedded in our day-to-day practices. All staff and educators have knowledge of and adhere to the National Model Code and Guidelines. We ensure effective and adequate supervision is provided to children at all times consistently, while ensuring educator to child ratios are met at all times. Educators will employ 'active supervision' strategies within the service environment and when participating in excursions or transporting children or young people. Consideration will be made for the different ages and abilities of children and young people, and the activities that may require different levels of supervision.

To ensure compliance with regulations, we will only include educators in the educator to child ratio who are working directly with the children and ensure a current roster and a sign on/sign off record are

available to verify this. Staff rosters and routines ensure adequate supervision of children is always provided. We ensure students and visitors are never alone with children whilst at the OSHC Service.

Through conducting risk assessments, we assess and manage risks in the physical environment collaborating with children to develop behaviour guidelines for play including adventurous play to ensure their safety. Educators have a sound understanding of their duty of care and responsibilities in ensuring a child safe environment.

Educators conduct regular safety checks to maintain basic standards of safety within our OSHC Service venues. We believe that child safety is a shared responsibility at all levels within our OSHC Service.

Children and young people are encouraged to speak up about their safety and the safety of their friends by telling an educator if they feel unsafe in a particular situation or environment.

Educators will complete the following daily checklists to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child:

- Playground Check (Safety, Wear and Tear and Temperature during hot weather)
- Gate checks

Any findings that require attention will be either dealt with immediately or submitted into the maintenance book depending on priority. The Approved Provider/ Nominated Supervisors and Principals of primary schools must be notified of any areas that need immediate attention within the Service venue. Evacuation and Invacuation emergency procedures are rehearsed at least every three months.

[Primary policies – Code of Conduct, Supervision, Health and Safety, Staffing Arrangement, Supervision]

RISK ASSESSMENT AND RISK ASSESSMENT TOOL (National Principle 8)

It is a legislative requirement that all services implement a risk management system where they identify and manage hazards and risks within the workplace to ensure a child safe environment. Strategies are in place to make sure child safety is embedded across our Service through compliance with the *Education and Care National Regulations* are the National Principles for Child Safety – Child Safe Standards.

The key principles of risk management include:

1. Identifying all hazards or potential hazards in the OSHC Service
2. Assess the risk of harm or potential harm for each hazard
3. Control or manage the risk – Risk Rating Matrix
4. Monitor and improve safety – Risk Assessment Action Plan
5. Evaluate and Review

It is the responsibility of coordinators or responsible persons in day-to-day charge to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/incursion. Risk assessments must be approved by the nominated supervisor prior to any excursion taking place. Children's safety must be incorporated into everyday practice within the OSHC Service.

Common hazards which may require a risk assessment include:

- cross-infection and infectious disease
- administration of medication
- anaphylaxis procedures and management
- 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
- sun safety
- children's behaviours
- water safety
- 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
- hot drinks
- transportation of children and young people (regular outing and regular transportation)
- excursions
- organisation culture (child-safe culture)
- physical contact
- training
- safe use of online technologies and physical environment
- use of electronic devices (photographs/videos) NMC
- storage of images and video and how long they will be kept
- privacy and confidentiality
- potential emergencies

- natural disasters
- safe arrival of children

To maintain a child safe environment, all staff and educators will adhere to our OSHC Service policies and procedures and conduct the following checklist and audits:

- Outdoor and Indoor Risk Assessment
- School keeps maintenance records
- Excursion risk assessments including travel, risk assessment from site and any WWCC from incursion staff

[Primary policies – Emergency and Evacuation; Incident, Injury, Trauma and Illness; Safe Arrival of Children; Safe Transportation of Children; Sun Safety; Administration of First Aid; Medical Conditions; Child Protection; Code of Conduct; Behaviour Guidance; Excursion; Safe Use of Digital Technologies and Online Environments]

EMERGENCY AND EVACUATION PROCEDURES (National Principle 8)

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.

[Primary policy- Emergency and Evacuation Policy]

ARRIVAL AND DEPARTURE AUTHORISATION (National Principles 1 and 8)

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

National Regulations require our OSHC 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 *Delivery of children to and Collection from Education and Care Premises* Policy and *Student, Volunteers and Visitor's Policy* to promote a culture of child safety and wellbeing in the Service.

To ensure children's safety, staff and educators have a clear understanding of their legal obligation to check identification when a person is collecting a child. To maintain compliance, parents will provide written authorisation if they authorise a person who is not on their emergency contact form to pick up their child from the ECEC Service.

Educators and staff will ensure court orders are strictly adhered to and protect children from any potential harm.

[Primary policies - Delivery of children to and Collection from Education and Care Premises; Safe Arrival of Children; Student Volunteers and Visitors]

ONLINE SAFETY (National Principle 8)

Our OSHC Service is committed to create and maintain a safe online environment with support and collaboration with children, young people, staff, educators, 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 OSHC 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 use computers/tablets; have their photo taken and published as part of promotional marketing or on the app program used by the OSHC Service. The identity of a child is not published on any platform.

Personal mobile phones or any personal electronic devices 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.

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 any technology.

[Primary policies —Privacy and Confidentiality, Code of Conduct; Safe Use of Digital Technologies and Online Environments]

EQUIPMENT, FURNITURE & MAINTENANCE RECORD (National Principle 8)

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 OSHC Service has implemented practices and continue to monitor Service policies and procedures that uphold Australian Safety Standards.

The venue of our OSHC 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 from Kindergarten to Year 6. Regular checks occur within the OSHC Service to ensure that all toys, furniture and equipment are in good condition and working order.

These checks include:

- Toy Cleaning and Check register
- Toy Maintenance Record

[Primary policy – Furniture and Equipment Safety Policy]

STORAGE OF HAZARDOUS SUBSTANCES (National Principle 8)

We reduce the risk of harm to children, young people and educators by using eco-friendly products. Our OSHC Service will endeavour to provide a safe environment where necessary chemical and hazardous equipment are safely stored away from children and handled appropriately.

OSHC educators will keep a register of hazardous chemicals used within the service, including Safety Data Sheets (SDS).

To maintain a safe environment for children and young people, the following audits and checklists are conducted:

- Keep cleaning chemicals natural where possible
- Chemicals are locked in Cleaning cupboard
- Medication is stored in a locked cupboard
- Hazardous Chemical Audit (SDS)

[Primary policies – Safe Storage of Hazardous Chemicals, Administration of Medication]

CONTINUOUS REVIEW (National Principle 9)

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, student and volunteers understand and effectively implement our policies and procedures to provide a child safe environment at our OSHC Service.

Our policies are reviewed annually or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days. A new Child Safe Environment Compliance Statement will be lodged with the Department of Human Services every 5 years or whenever a policy is adjusted.

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

SOURCES

- Australian Children's Education & Care Quality Authority. (2023). [Embedding the National Child Safe Principles](#)
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REVIEW

POLICY REVIEWED BY	Katie Basile	Director	20/02/2026
POLICY REVIEWED		NEXT REVIEW DATE	NOVEMBER 2027
VERSION NUMBER	V4.09.25		
MODIFICATIONS	• policy reviewed out of regular calendar review due to legislation changes for child safety- National Model Code (NMC) • added reference to new mandatory policy- <i>Safe Use of Digital Technologies and Online Environments Policy</i> • updated policy to include ban on vaping in ECEC services • minor edits within policy • sources checked for currency and updated as required		

Disclaimer:

This draft policy has been written to assist services comply with the Education and Care National Regulations (Regulation 168) and support services to lodge their child safe environments compliance statement with the Child Safe Environments - Department of Human Services.

Lodging your child safe environment compliance statement can be completed through the online CSEC system. See: www.dhs.sa.gov.au/cse

Services will need to provide policies that support the Child Safe Environment Policy to assist their lodgement- (for example: Recruitment, Code of Conduct, Child Protection, Interactions with Children, Families and Staff, Dealing with Complaints, Safe Use of Digital Technologies and Online Environments Policy). Policies must align with SA legislation.