Playford
Primary School
excellence & empowerment

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# CHILD SAFE ENVIRONMENT POLICY (SA)

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, harm or neglect. When working with children and young people, it is important to understand children's rights and needs.

At Playford PS OSHC 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.

## 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 OSHC Service provides children and staff with an environment free from the use of tobacco, alcohol and illicit drugs.

## SCOPE

This policy applies to children, educators, families, approved provider, nominated supervisor, responsible person, volunteers 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.
*'Child safety is everyone's responsibility.'* (A guide to the Child Safe Standards. p.26. 2020)

## KEY TERMS- DEFINITIONS

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| 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. |

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| 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<br>All staff working within an education and care setting are mandated notifiers. |
| Mandatory reporting | The legislative requirement for selected classes of people to report suspected cases of harm and risk of harm. |
| 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 (SA)* 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 Child Safe Standards recommended by the Royal Commission provide guidance for our Service to 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 training and understand their obligations as mandatory reporters. 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 [Child Protection Policy – SA].

We are committed to diversity and welcome all children and young people regardless of their abilities, sex, gender or social economic or cultural background.

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 Policy – SA, Code of Conduct; Interactions with Children, Families and Staff]

## 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, employees, families. (Reg. 170).

Our policy folder is available at the service located in the admin office. Families may request a copy of any policy at any time. Policies will also be available on the Playford Primary School website, under the OSHC tab.

## 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
- allegations/grievance procedures
- sun safety
- written authorisations- parenting orders
- code of conduct
- inclusivity and supporting children and young people with diverse needs

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 about the type of support they may require participating in the complaint's procedure.

## CODE OF CONDUCT (National Principles 4 and 6)

Management, educators, 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 breaches of the Code of Conduct and role responsibilities will 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:

- acknowledge that the paramount consideration of children safety, rights and best interests is a statutory duty
- promote a culture of child safety and wellbeing in all aspects of our OSHC Service's operations
- adhere to our *Child Protection Policy – SA*, *Child Safe Environment Policy, Supervision Policy and Procedures* and *Safe Use of Digital Technologies and Online Environments Policy* at all times
- ensure they have undertaken current child protection legislation training
- provide adequate supervision of children at all times
- ensure they are not one on one with children in an area
- 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

- 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 our children
- 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/or the regulatory authority within 24 hours of any serious incident or complaint as per the National Regulations
- encourage children 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)
- 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 Service.

[Primary policies – Child Protection Policy – SA, Code of Conduct; Privacy and Confidentiality; Probation Induction and Orientation; Safe use of Digital Technologies and Online Environments 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, identifying and responding to harm and risk of harm, grievance processes, and work health and safety. New employees (including the nominated supervisor and staff members), students and volunteers are to familiarise themselves with this policy to understand the Child Protection Law and their obligations and mandatory reporting duties to ensure the safety and well-being of children at the Service.
[Primary policies- Child Protection Policy – SA, Probation, Induction and Orientation Policy;]

**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 Working with Children Check 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.

We are registered with the Department of Human Services (DHS) Screening Unit and link all Working with Children Checks. We also verify all staff, educator, students and volunteer Working with Children Checks 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 Working with Children Check, including the Working with Children Check number and the date on which each Working with Children Check expires. Once an employee provides their- *Not Prohibited* Working with Children Check, management will verify the Working with Children Check with the DHS Screening Unit to ensure that is it valid and current. The Working with Children Check will be placed in the individual's file. For existing staff and educators, we will verify they have renewed their Working with Children Check every 5 years and record the status as *Not Prohibited.*
** Staff should apply for a new WWCC 6 months before the current check expires to ensure they have a valid check in place as staff are unable to work with an expired WWCC.*

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.

**PHYSICAL ENVIRONMENT- SUPERVISION AND SAFETY CHECKLISTS (National Principles 5 and 6)**
Children's safety is embedded in our day-to-day practices. 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 timesheets are available to verify this. Staff rosters and routines ensure adequate supervision of children is always provided.

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 must have a sound understanding of their duty of care and responsibilities in ensuring a child safe environment. Educators will 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.

Daily checklists will be completed to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child: Any findings that require attention will be either dealt with immediately or submitted to the responsible person to follow up. In all cases the Director (responsible person) must be made aware of any finding that require attention. The Approved Provider and Principals of primary schools must be notified of any areas that need immediate attention within the Service venue.
[Primary policies – Code of Conduct, Supervision, Health and Safety, Staffing]

**CHILD PROTECTION (National Principle 5)**

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.*

All management (with direct responsibility or contact of children or young person), 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 this policy our *Child Protection Policy - SA*. (Reg 84). Management will ensure training and development are provided for all educators, staff, and volunteers in child protection regularly.

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. Coordinators or responsible persons in day-to-day charge must complete a course in child protection approved by the Regulatory Authority on an annual basis. All staff must refresh their knowledge about mandatory reporting as required by the Regulatory Authority.

To protect children and young people and ensure their safety, welfare and wellbeing, management is responsible to report allegations or convictions of harm or risk of harm to a child or young person and child related misconduct by any Educator or visitor to the screening unit in the Department of Human Services.

Our OSHC Service is committed to providing support to children, young people, families or educators 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.

**REPORTING AND RESPONDING TO GENERAL COMPLAINTS (National Principle 6)**

Feedback from children, young people, families, educators, 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, 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.

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 complaints.

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*. 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 – Dealing with Complaints]

**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 the Director 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.

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
- transportation of children and young people (regular outing and regular transportation)
- excursions
- organisation culture (child-safe culture)

- physical contact
- training
- electrical devices (photographs/videos)
- 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:

**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 and invacuations, 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 principle 1 & 8)**
Our OSHC service prioritises children's safety at all times. Staff will only release children or young persons 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 records of children's arrival and departure. An educator will only allow children to leave with an approved person on their collection authority.

To ensure children's safety, educators will have a clear understanding of their legal obligations to check identification when a person is collecting a child.

Educators and staff will ensure court orders are strictly adhered to and protect children from any potential harm.
[Primary Policy – Delivery of Children to and Collection from Education and Care services premises]

**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, 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 have their photo taken and used for programming purposes including display boards made by the OSHC service. The identity of a child will not be published on any platform.

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.

## MOBILE DEVICE USAGE POLICY

To ensure a safe, focused, and professional environment for children and staff, the following guidelines apply to the use of personal mobile phones by educators:

- Storage During Work Hours: All personal mobile phones must be placed on silent and stored securely in the designated storage area within the OSHC office during operational hours.
- Access During Breaks: Educators may access their personal mobile phones during scheduled break times and any usage must occur away from children.
- Excursions: Mobile phones may be taken on excursions for emergency and communication purposes, as approved by the Director but will remain locked away in a container.

[Primary Policy – Mobile Device Usage; Safe use of Digital Technologies and Online Environments]

## STORAGE OF HAZARDOUS SUBSTANCES (National Principle 8)

Our OSHC service will endeavour to provide a safe environment where necessary chemical and hazardous equipment are stored safely away from children and handled appropriately.

## EQUIPMENT AND MAINTENACE RECORD (National principle 8)

To ensure a child safe environment, our OSHC service regularly checks all equipment and furniture to ensure all aspects are safe, clean and in good repair.

Educators are aware that toys and equipment need to be checked to ensure they are safe and developmentally appropriate for school aged children (Reception to year 6). All toys and equipment undergo cleaning which is logged in our toy cleaning list.

These measures are in place to maintain a professional standard of care and to ensure the safety and wellbeing of all children in our service.

## 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 and 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


ACECQA. (2023). Policy and procedure guidelines. Providing a Child Safe Environment- Policy Guidelines
Australian Children's Education & Care Quality Authority. (2024).
https://www.acecqa.gov.au/sites/default/files/2023-03/Guide-to-the-NQF-March-2023.pdfGuide to the National Quality Framework
Australian Government Department of Education. Belonging, Being and Becoming: The Early Years Learning Framework for Australia.*V2.0, 2022*
Australian Human Rights Commission (2020). *Child Safe Organisations.* https://childsafe.humanrights.gov.au/
Children and Young People (Safety) Act 2017
Child Safety (Prohibited Persons) Act 2016
Children's Health and Safety – An analysis of Quality Area 2 of the National Quality Standard

Criminal Law Consolidation Act 1935
Education and Care Services National Regulations. (Amended 2023).
Government of South Australia Human Services Child safe environments
Government of South Australia. Department of Human Services. Guideline to writing a policy
Government of South Australia. Department for Child Protection https://www.childprotection.sa.gov.au/
Government of South Australia. Department of Child Protection. Information sharing guidelines.
National Principles for Child Safe Organisations
United Nations Convention of Rights of the Child, (1989). (UNCRC)
Work Health and Safety Act, (2011).

## NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY | | |
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| 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 Protection | Management, educators and staff are aware of their roles and responsibilities 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 | |
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| Section 2A | Paramount Consideration – Safety, Rights and best interests of children |
| 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 | Tobacco, drug and alcohol-free environment |
| 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 |

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| 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 (h) | Education and care services must have policies- Providing a child safe environment |
| 170 | Policies and procedures to be followed |
| 171 | Policies and procedures to be kept available |
| 175 | Prescribed information to be notified to regulatory authority |

**RELATED LEGISLATION**

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| Children & Young People (Safety) Act 2017 | Child Safety (Prohibited Persons) Act 2016 |
| Statutes Amendment (Child Sexual Abuse) Act 2021 | |

**REVIEW**

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| POLICY REVIEWED BY | Jason Sheehy | Position | Principal |
| POLICY REVIEW DATE | 10/08/2026 | NEXT REVIEW DATE | 10/08/2027 |
| VERSION | V2026.09 | | |
| MODIFICATIONS | | POLICY CREATED | 01/12/2025 |
| 10/08/2026 | Addition of Arrival and Departure Authorisation (National Principal 1&8)<br>Addition of Storage of Hazardous Substances (National Principal 8)<br>Addition of Equipment and Maintenance Record (National Principal 8)<br>Amendments to Mobile Devise Usage Policy | | |