



### POLICY STATEMENT

The United Nations Convention on the Rights of the Child outlines that all children and young people have the right to be safe and cared for, regardless of where they are or who they are with. They have the right to be protected from violence, harm, and neglect. When working with children and young people, it is essential to understand and uphold their rights and meet their individual needs.

### BACKGROUND

We are committed advocates for children and young people, with a strong focus on creating and maintaining a child-safe environment. The safety and wellbeing of children are paramount in our service. Mawson Lakes School OSHC embeds the National Principles for Child Safe Organisations and fosters a culture of safety and wellbeing. This approach minimises the risk of harm while promoting each child's sense of security and belonging.

### LEGISLATIVE REQUIREMENTS

Regulation	Description	Implementation
<b>S.2A</b>	Paramount consideration - Safety, rights and best interests of children	This is achieved by embedding child-safe principles into policies aligned with the Australian Children's Education & Care Quality Authority and the National Quality Framework, ensuring staff are well-trained to recognise and respond to risks, and fostering a culture where children feel safe, respected, and heard. Active supervision, inclusive practices, and clear reporting processes help prevent harm, while valuing children's voices and partnering with families supports their overall wellbeing
<b>82</b>	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol	The implementation of our policy is communicated to all stakeholders, and the service will act if the policy is violated. Providing training to educators, monitoring the environment daily for discarded cigarette butts and other dangerous objects.
<b>83</b>	Staff members and family day care educators not to be affected by alcohol or drugs	Having a clear policy in place and providing training on how to identify and respond to intoxication. Action is taken if the policy is breached.
<b>84</b>	Awareness of child protection law	Providing adequate training to staff and volunteers on the relevant laws and regulations regarding child protection.
<b>97</b>	Emergency and evacuation procedures	Mawson Lakes School OSHC completes emergency evacuations and lockdowns quarterly to inform children and educators of our practice in case of an emergency. Educator's direct children and young people to the designated areas as followed by our floor plans which are found in all approved spaces at the exits.
<b>99</b>	Children leaving the education and care service premises	The sign-out procedure ensures all children leaving the service are collected by an authorised person which is stated on their enrolment form, the sign-out bench is

		located in building TR 9. The exits and entrances are monitored by educators at all times.
<b>102 AAB</b>	Safe arrival of children policies and procedures	The Safe Arrival of Children policy is implemented through clear procedures that prioritise paramount supervision, accountability and communication.
<b>102 AAC</b>	Risk assessments for the purpose of safe arrival of children	The risk assessments for the safe arrival of children identify potential hazards during arrival times and outline strategies to minimise these risks. This includes assessing supervision and sign-in processes to ensure children are accounted for at all times.
<b>102 B</b>	Transportation risk assessments must be conducted before service transport child	Risk assessments for all transportation arrangements are completed. Written authorisation from parents or guardians is required through our vacation care booking form before transporting any child to and from the service for excursions.
<b>102 C</b>	Conduct of risk assessment for transporting of children by the education and care service	The risk assessments for transporting children are conducted to identify and minimise potential hazards, ensuring each journey is safe, well-supervised, and appropriately planned. This includes using a bus company that ensures all workers have a valid working with children check, checking vehicle safety, seatbelt use, supervision ratios, travel routes, and emergency procedures, as well as confirming parental authorisations.
<b>102 D</b>	Authorisation for service to transport children	Authorisation for the service to transport children is obtained through written consent on the vacation care booking form prior to any transport occurring. This includes details such as the destination, method of transport, and timing, ensuring families are fully informed and agree to the arrangements.
<b>102 E</b>	Children embarking a means of transport - Centre based service	Each educator has a group of 5 to 8 children depending on the excursion. Before embarking the bus, the educator will complete a roll call to ensure all children are present on their Record of Children Embarking and Disembarking Transport. Educators will ensure all children are wearing seat belts ready for safe transportation.
<b>102 F</b>	Children disembarking a means of transport - Centre based service	Immediately after all children have disembarked the means of transport at the service a Record of Children Embarking and Disembarking Transport will be completed to ensure all children that embarked the bus have now safely disembarked. The Nominated Supervisor will check the bus to ensure all children are off the bus.
<b>103</b>	Premises, furniture, and equipment to be safe, clean and in good repair	The uses of regular inspections, using daily cleaning checklists and toy cleaning checklists ensures equipment and resources are kept clean. This assists in identifying and addressing any potential hazards. If a hazard is identified a Hazard Report Form will be filled out and appropriate action will be taken to eliminate the hazard.

<b>104</b>	Fencing	In the area that connects TR9/10 & TR11/12 there is an enclosed veranda with a gate that leads to the public path, in which parents can enter and exit from. Mawson Lakes School OSHC is located on Yates Street, there is partial fencing with three entrances/exits, which are monitored closely by educators. The large grass area on site west does not have a fence, however, there are boundaries in place. The use of the invisible line, and adequate supervision is implemented by educators.
<b>105</b>	Furniture, materials, and equipment	It is ensured that furniture, materials, and equipment are appropriate for primary aged children and young people. Twice daily inspections are conducted through our Environment Safety Checklist, to identify and address any potential hazards. If any hazards are identified, a hazard report must be made, and action must be taken to remove the hazard immediately. It is either fixed immediately or if unrepairable it will be thrown out and replaced. Educators teach and practice how to use equipment safely.
<b>106</b>	Laundry and hygiene facilities	The laundry space runs alongside the kitchen, children and young people are made aware of this and cannot access this area unless they are with an educator. The washer and dryer are situated behind closed doors. All chemicals and cleaning products are stored in locked cupboards and keys are located out of reach of children.
<b>109</b>	Toilet and hygiene facilities	All toilets and hand washing facilities at the service are cleaned daily and are accessible, and appropriate for the age and developmental stage all children and young people.
<b>115</b>	Facilities designed to facilitate supervision	The facility is purpose built to cater for the large number of children who enter our service daily. Open floor plans, open veranda between rooms, and glass doors are utilised. These features allow educators to see all children at all times being a large open space with no walls or areas blocking the view of educators. This helps to ensure the safety and well-being of children and young people are met.
<b>122</b>	Educators must be working directly with children to be included in ratios	The ratio includes all educators who are working directly with children. Educators included in the ratio are responsible for providing active supervision, care, and education to children.
<b>123</b>	Educator to child ratios - Centre based services	There must be a ratio of 1 educator to 15 children at all times on the service premises. For excursions a ratio of 1 educator to 8 children is required and for swimming/water excursion a ratio of 1 educator to 5 children is required.
<b>136</b>	First aid qualifications	Within our service all qualified educators hold relevant and in date first aid qualifications. This enables them to provide first aid to children and young people in the event of an accident or injury.

<b>145</b>	Staff record	Staff record is implemented through the National Early Childhood Worker Register. maintaining accurate and up-to-date records for all educators, including qualifications, working with children checks, employment details, and attendance. This ensures that all staff are suitably qualified and authorised to work with children, supporting safe and compliant service operations. All staff working with children check is entered into the DHS portal and cleared and added to our registration database.
<b>149</b>	Volunteers and students	Volunteers and Students is implemented by ensuring all volunteers and students are appropriately supervised at all times and do not work alone with children
<b>155</b>	Interactions with children	To build a child safe and supportive environment we focus on building positive relationships with children and young people to provide them with opportunities to play safely, learn and grow.
<b>162</b>	Health information to be kept in enrolment record	All health information is kept in each child's file/enrolment record. This ensures that educators have access to the information they need to provide the best possible care for each child.
<b>S162 (a)</b>	Child protection training	Child Protection Training is implemented by ensuring all educators complete approved child protection training. This equips them to recognise signs of harm, respond appropriately to disclosures, and meet mandatory reporting obligations, supporting a child-safe environment.
<b>S162 (b)</b>	Child safety training	Foundation Child Safety training is required to be refreshed every 2 years by all educators and staff.
<b>165</b>	Record of visitors	Records of visitors are kept in the OSHC office on the back wall; this will inform who is coming and going from the service. In the event of an emergency, it is important to know who is at the service.
<b>S165</b>	Offence to inadequately supervise children	To ensure adequate supervision is provided there is a policy and supervision plan in place that educators adhere to. All educators are trained on supervision and use strategies including the "back to the wall" method. This ensures all children remain in the vision of all educators.
<b>166</b>	Children not to be alone with visitors	Children are never left alone with visitors, regardless of whether the visitor is known to the child or not. Visitors are accompanied by an educator at all times.
<b>S166</b>	Offence to use inappropriate discipline	There is "No tolerance" to inappropriate discipline, there is a clear behaviour guidance policy. If educators see or suspect that inappropriate discipline is being used on a child, it must be reported to the Director and/or to the relevant authorities.
<b>S166 (a)</b>	Offences relating to inappropriate conduct	Inappropriate conduct is implemented by ensuring all staff understand and adhere to strict professional boundaries when working with children, with zero tolerance for any

		form of inappropriate, unsafe, or unprofessional behaviour. Clear codes of conduct, ongoing training, supervision, and reporting procedures are in place to identify and address concerns immediately, supporting a safe environment.
<b>167</b>	Record of service's compliance	The record of compliance contains information of compliance with the National Law and the Education and Care Services National Regulations. This record is kept up-to-date and can be made available upon request.
<b>S167</b>	Offence relating to protection of children from harm and hazards	The service will and must protect children and young people from harm and hazards. This is ensured by conducting regular risk assessments, environmental safety checks, appropriate ongoing training of all educators and close supervision of children.
<b>168</b>	Education and care services must have policies	Policies and procedures guide daily practice and ensure compliance with legal and safety requirements, with the paramount consideration being the safety, rights, and wellbeing of children. These policies cover key areas such as child safety, supervision, staffing, behaviour guidance, and emergency management, and are regularly reviewed and updated to reflect current legislation and best practice. This ensures consistent, safe, and high-quality care.
<b>168 (h)</b>	Education and care services must have policies providing a child safe environment	There are multiple policies in place to provide a child safe environment. These are shown in related policies table below. Educators adhere to the Child Safe Environment Statement.
<b>170</b>	Policies and procedures to be followed	Policies and procedures at the service are followed through a combination of training, supervision, and monitoring. Action is taken if any policies are breached.
<b>171</b>	Policies and procedures to be kept available	Policies and procedures are kept available to all educators and families, via the sign-out bench that is located in TR9 or are available on the Mawson Lakes School website.
<b>172</b>	Notifications of change to policies or procedure	Mawson Lakes School Governing Council ensures that parents of children enrolled at the service are notified at least 14 days before making any change that will affect the fees charged or the way in which the fees are collected.
<b>175</b>	Prescribed information to be notified to regulatory authority	The service is committed to notifying any relevant information to the Regulatory Authority within the required time frame.
<b>Part 6A</b>	Devices in education and care service	We have clear policies that regulate the use of electronic devices by educators and children, ensuring they are used only for approved educational or operational purposes. Educators model appropriate use, supervise children's access to devices, and ensure all equipment is securely stored and protected from misuse. We manage privacy by preventing unauthorised recording, sharing, or exposure to inappropriate content. In addition, we provide educators with devices to document programming and spontaneous experiences for children, supporting reflective practice, assessment, and planning. These

		practices are consistently applied with the paramount consideration being the safety, rights, and wellbeing of children.
<b>S.188</b>	Offence to engage to person to whom prohibition notice applies	We ensure compliance with Section 188 by implementing strict recruitment, screening, and ongoing monitoring processes so that no person subject to a prohibition notice is engaged in any role within the service. All educators and volunteers are required to hold valid Working with Children Checks, and these are verified prior to commencement and monitored regularly. The service also maintains up-to-date records and follows clear procedures for reporting and responding to any changes in suitability to work with children.
<b>S.269E</b>	Approved provider must give information to the National Authority for the National Early Childhood Worker Register	We comply with Section 269E by ensuring accurate and timely information is provided to the National Authority for the National Early Childhood Worker Register. This is supported by our documentation and certificate record-keeping, where educator details, qualifications, and employment status are regularly updated and verified. Our service ensures all required information is collected at induction and maintained throughout employment so it can be reported when needed. We upload any change of information or new educators to the worker register within 14 days of the change. These processes support transparency, accountability, and compliance, with the paramount consideration being the safety, rights, and wellbeing of children.

## RELATED LEGISLATION

Statutes Amendment (Child Sexual Abuse) Act 2021	Children & Young People (Safety and support) Bill 2024
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## RELATED POLICIES

<ul style="list-style-type: none"> <li>• Behaviour Guidance Policy</li> <li>• Child Safe Environment Statement</li> <li>• Dealing with Children with Medical Conditions in Children Policy</li> <li>• Dealing with Infectious Diseases Policy</li> <li>• Safe Arrival of Children</li> <li>• Emergency, Evacuation and lockdown Policy</li> <li>• Incident, Injury, Trauma &amp; Illness Policy</li> <li>• Interactions with Families, Children and Staff Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Nutrition, Food &amp; Beverages, Dietary Requirements Policy</li> <li>• Safe Arrival of Children Policy</li> <li>• Sleep &amp; Rest for Children Policy</li> <li>• Staffing Policy</li> <li>• Sun Protection Policy</li> <li>• Photograph, Technology &amp; Cyber Safety Policy</li> <li>• The Administration of First Aid Policy</li> <li>• Water Safety Policy</li> <li>• Weather Policy</li> </ul>
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## POLICY PURPOSE

Mawson Lakes School OSHC has both a legal and ethical responsibility to provide a safe, inclusive, and supportive environment where all children and young people are respected, valued, and encouraged to reach their full potential. We recognise that children's safety, rights, and best interests are the paramount consideration in all aspects of our service operations, decision-making, and practices. These priorities take precedence over all other considerations, including financial and management obligations, and are embedded in our daily practices, policies, and procedures.

Our service is committed to promoting the health, safety, and wellbeing of every child in our care. We aim to provide a safe and secure environment where children and young people can play, learn, and grow. Children's safety and wellbeing remain the paramount consideration, and we take all reasonable and practical steps to protect them from harm while fostering a strong sense of security and belonging.

We adhere to all legislative requirements, including those relating to the use of images and videos of children, as outlined in our Photograph, Technology and Cyber Safety Policy. Our service also ensures an environment that is free from tobacco use (including vaping), alcohol, and illicit drugs for children, staff, educators, and visitors.

## SCOPE

This policy applies to children and young people, families, educators, volunteers, Approved Provider, Nominated Supervisor, management, and visitors of the Mawson Lakes School OSHC.

## IMPLEMENTATION

Under the Education and Care Services National Regulations, the approved provider must ensure that policies and procedures are in place to maintain a child-safe environment and take reasonable steps to ensure they are consistently followed (Regulations 168 and 170). The National Law further requires management to ensure that all children are adequately supervised and that every reasonable precaution is taken to protect them from harm and any potential hazards likely to cause injury.

Our service is committed to building and maintaining a child-safe environment, reflected in our policies and procedures and actively understood and implemented by all educators, volunteers, and students. We recognise that child safety is a shared responsibility, embedded in everyday practice across our service. (A guide to the Child Safe Standards. p.26. 2020)

## KEY TERMS

Key Term	Meaning
<b>ACECQA</b>	The independent body that works with all regulatory authorities to administer the National Quality Framework.
<b>Code of Conduct</b>	Lists of dos and don'ts which describe acceptable and non-acceptable behaviour.
<b>Disclosure</b>	The process where a child or young person conveys or attempts to convey that they are being or have been harmed.
<b>Harm</b>	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, physical, mental, or emotional harm or neglect.
<b>Inappropriate conduct to a child</b>	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 interaction.
<b>Information sharing</b>	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.
<b>Mandatory notifier</b>	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 educators working within an education and care setting are mandated notifiers.
<b>Mandatory reporting</b>	The legislative requirement for selected classes of people to report suspected cases of harm and risk of harm.
<b>National Model Code</b>	That 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 device while providing early education and care (ECEC)
<b>National Principles for Child Safe Organisations</b>	Reflect the 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.
<b>Physical abuse</b>	For the purposes of NQF notifications, child physical abuse refers to the use of physical force against a child that results in harm to the child. Depending on the age of the child and the nature of the adult's behaviour, physical force that is likely to cause physical harm to the child may also be considered abusive. For example, a situation in which a baby is shaken by an adult but not injured would still be considered physical abuse. Source: The Guide to the National Quality Framework – Quality Area 7: Governance and Leadership. (Adapted from the Australian Institute of Family Studies)
<b>Reasonable grounds</b>	Suspect that a child may be at risk of significant harm based on your observations of the child or what has been reported to you about a child.
<b>Reasonable person</b>	In relation to an education and care service, means a person referred to in section 162(1)(a) to (c) of the Education and Care Services National Law Act 2010.
<b>Reasonable suspects</b>	Suspects on grounds that are reasonable in the circumstances.
<b>Reportable conduct</b>	Certain organisations or entities have legal obligations under Reportable Conduct Schemes. Under these Schemes, certain organisations or entities are required to notify and investigate certain allegations (reportable allegations) of abuse involving a child, when the allegation is against someone they employ, engage or contract in circumstances outlined by the legislation.
<b>Rights of the Child</b>	Human rights belonging to all children, as specified in the United Nations Convention of the Rights of the Child.
<b>Sexual abuse</b>	For the purposes of NQF notifications, the definition of child sexual abuse varies depending on the relationship between the victim and the perpetrator. In the context of education and care, the definition of sexual abuse is any sexual behaviour, including grooming behaviour, by an adult to a child. Adults working in an education and care service are in a position of power or authority over children and any sexual behaviour by an adult towards a child is sexual abuse. Source: The Guide to the National Quality Framework - Quality Area 7: Governance and Leadership. (Adapted from the Australian Institute of Family Studies)
<b>Wellbeing</b>	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.

<b>Working directly with children</b>	A person is working directly with children at a given time if at that time the person. Is physically present with the children and is directly engaged in providing education and care to the children. Source: National Regulations
<b>Working with Children Check (WWCC)</b>	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. (2021). 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**

Mawson Lakes School OSHC 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 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 a paramount consideration.

Our 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 or training through the Department of Human Services Safe Environments for Children and Young People. 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.

We are dedicated in promoting cultural safety for Aboriginal and Torres Strait Islander children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability. Our service will not tolerate bullying or harassment, and our Behaviour Guidance 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 encourage positive relationships. Primary policies - Behaviour Guidance; Code of Conduct; Interactions with Children, Families and educators. Our Statement of commitment to Child Safety demonstrates our responsibility to protect children, uphold their rights, and embed a culture of children safety across all aspects of our operations.

### **COMMUNICATION - NATIONAL PRINCIPLES 2 & 3**

We aim to build and maintain positive and respectful relationships with children, families, and educators of our OSHC service and prioritise a child safe environment. We communicate regularly and clearly with all stakeholders using the platform Spike. We ensure our policies and procedures are available to employees, volunteers, families and children and young people through the Mawson Lakes School website and on the sign-out bench in TR 9. (Reg. 170). All policies and procedures are reviewed by OSHC educators and Governing Council prior to being endorsed by Governing Council. Feedback and evaluation of our policies and procedures is welcomed through feedback or discussions with families and caregivers.

## **PARTICIPATION OF FAMILIES, CHILDREN AND YOUNG PEOPLE - NATIONAL PRINCIPLE 2**

Our 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 with diverse needs
- Use of digital technologies and online environments

We promote a respectful, child safe culture where children concerns are always responded to, and children feel empowered to participate in decisions and provide feedback to educators. We work individually with children and young people to determine the type of support they may need in participating in the complaint process.

## **CODE OF CONDUCT - NATIONAL PRINCIPLES 4 & 6**

Our service promotes a culture of child safety and wellbeing in all aspects of our service operations. The Code of Conduct Policy outlines expected behaviour, examples of inappropriate behaviour or conduct, and the consequences of breaches of policy. The approved provider, educators, children and volunteers will follow and implement all directions or orders issued by the regulatory authority or Minister of Education. Leadership, educators, volunteers, and children will adhere to our OSHC service's Code of Conduct Policy.

We will:

- Adhere to our Child Safe Environment Policy, Child Protection Policy at all times
- Provide adequate supervision of children at all times
- Take reasonable action to protect children and young people from the risk of harm
- Ensure the service premise is free from the use of tobacco, illicit drugs, vaping and alcohol
- Be responsible for their own, and other's health and safety
- Be a positive role model to children and young people
- Respect children'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 Child Abuse Report Line as mandatory reporter and make an internal report after we 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 and young people to 'have a say' on issues that are important to them.

## **EDUCATORS AND VOLUNTEERS MUST**

- Not discriminate against any child, because of age, gender, cultural background, race, ethnicity, or disability
- Not put children at risk of harm- refusing food/play, making threats, exposing children to inappropriate language or material
- Not develop any 'special' relationships with children or young people that could be seen as favouritism such as the offering of gifts or special treatment.

## **RECRUITMENT - NATIONAL PRINCIPLE 5**

Mawson Lakes School OSHC maintains a rigorous and consistent recruitment, screening and selection process to ensure educators are employed based on skills, qualifications, experience and suitability for the position available. All staff and educators participate in an interview 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 (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 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 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 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.

The approved provider will collect and maintain digital staff records within the National Educator Register from 2026 and ensure the register is updated within 14 days following any changes about an educator, student or volunteer engaged in the service.

## **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 and they will be prohibited from working with children. If any staff member or volunteers 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.

Mawson Lakes School OSHC is registered with the Department of Human Services (DHS) Screening Unit and link all Working with Children Checks (WWCC). We verify all educator, students and volunteer WWCC in accordance with the Child Safety Prohibited Persons Act 2016. The Nominated Supervisor is responsible for the periodic review and maintenance of up-to-date records of volunteer, educator's WWCC, including the WWCC number and the date on which each WWCC expires. Educators are reminded to renew their WWCC prior to expiry. 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 copy of the WWCC will be placed in the individual's file. For existing staff and educators, we regularly and systematically verify their WWCC and ensure WWCC are renewed every 5 years and record the status as Not Prohibited. 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 24 hours. The Nominated Supervisor will ensure educators are aware of mandatory reporting obligations relating to a change of WWCC status, teacher registration or fit and proper status in accordance with the Child Protection Policy.

The Nominated Supervisor 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.

The Nominated Supervisor 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 Nominated Supervisor 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 & 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. Educators will employ 'active supervision' strategies within the service environment and when participating in excursions or transportation of children. Considerations 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 is available to verify this. Staff rosters and routines ensure paramount 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 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 service. We believe that child safety is a shared responsibility at all levels within our OSHC. 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 Environment Safety Checklist before each session commences 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 require a Hazard Report Form to be filled out. The issue will then be dealt with immediately to eliminate the hazard or will be isolated until the school is able to contact the required trades to resolve the hazard. The Nominated Supervisor, principal and Governing Council will be notified of any areas that need immediate attention within the service.

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 educators only.

### **CHILD PROTECTION - NATIONAL PRINCIPLE 6**

Children and young people have the right to be safe and protected. To comply with legislation and ensure a child safe environment, all educators, management, volunteers, staff and students will be required to complete mandatory National Child Safety Training for the Early Childhood Education and Care Sector. This applies to any person working in the OSHC 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, 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 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 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.

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.

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 staff member, educator, volunteer or contractor to the screening unit in the Department of Human Services.

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.

All allegations, concerns or suspicions of inappropriate conduct will be reported in accordance with the Our OSHC service will develop and maintain a Child Protection Register for recording child protection concerns. 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 Staffing Policy. That outlines the supports and protections for individuals who report concerns in good faith about child safety, breaches of the National Law, or Service operations.

## **REPORTING AND RESPONDING TO GENERAL COMPLAINTS - NATIONAL PRINCIPLE 6**

Feedback from children, families, educators, and the wider community is fundamental in creating an evolving OSHC service working towards the highest standard of care and education. We aim to investigate all complaints and grievances with a high standard of equity and fairness. Our OSHC 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 ensure the name and telephone number of the person to whom complaints can be made easily is visible at the service, this is displayed at the sign in/out desks. All grievances and complaints will be treated seriously and as a priority. Any complaints that allege a breach of the National Law and Regulations or alleges that the health, safety, and wellbeing of a child 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](http://www.eoc.sa.gov.au) (08) 8207 1977) for further assistance.

### **RISK ASSESSMENT & 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 through the National Principles for Child Safe Organisations and Education and Care National Regulations are embedded across our service. The key principles of risk management include:

1. Identifying all hazards or potential hazards in the 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 Nominated Supervisor 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. To maintain a child safe environment, we will adhere to our policies and procedures and conduct checklist and audits when necessary.

### **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 educators are familiar with emergency evacuation procedures and regulatory requirements. Practice drills for emergency and evacuation procedures, including lock downs, are conducted every three months or more frequently if management deems it necessary.

### **ARRIVAL AND DEPARTURE AUTHORISATION - NATIONAL PRINCIPLE 1 & 8**

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

National Regulations requires OSHC to keep a record of children and visitor's arrival and departures, families use the SPIKE sign in and out iPad format, each parent or guardian have their own unique pin code for which identifies the person collecting the child. Educators will work in collaboration with our Safe Arrival of Children policy.

To ensure children's safety, educators have a clear understanding of their legal obligation to check identification when a person is collecting a child from the service. To maintain compliance, parents will need to provide either written consent, or the Nominated Supervisor will call the parent to authorise a person who is not an emergency contact on the enrolment form to pick up their child from the service.

### **ONLINE SAFETY - NATIONAL PRINCIPLE 8**

OSHC is committed to create and maintain a safe online environment with support and collaboration with children, young people, staff, educators, families, and community. School and IT ensure safe internet systems are installed to block access to unsuitable web sites, newsgroups, and chat rooms. We ensure backups of important and confidential data is made regularly and either stored securely online, or offline. Software and devices are updated regularly to avoid any breach of confidential information and ensure all members of our community are safe.

Written authorisation is requested as part of the enrolment process for children to use technology devices and have their photo taken and displayed within the service. The identity of a child is not published on any platform. Personal mobile phones are not used to take photos or video of children at the service.

Between the hours of operation Before School Care 6:45am to 8:45am, After School Care 3pm to 6pm, Pupil Free Day and Vacation Care 7am to 6pm. All staff, educators and volunteers have knowledge of and adhere to legislative requirements and do not use, or have access to personal electronic devices, including mobile phones, digital cameras, tablets, smart watches and other new and emerging technology, where those technologies can take, store or share images or videos. It includes personal storage and file transfer media such as SD cards, USB drives, hard drives and cloud storage.

Before educators commence their shift, they place their personal electronic devices in the locked locker within the OSHC office between the hours of operation. We have educators that are SSO'S at the school and come straight from children's classrooms to pick children up on-site east. Those educators will have their personal electronic devices on them until they reach site west where they will then place their personal electronic devices in the locked locker in the OSHC office.

An educator is only allowed to have a personal electronic device in their possession if the site leader which is the Director of Mawson Lakes School OSHC authorises one of the below forms:

"Approval register for possession of a personal device" which includes:

- Essential planned purpose
- Essential once-off purpose
- Exemption request

If the Director of Mawson Lakes School OSHC requires the use of their personal device the Mawson Lakes School principal or line manager will need to approve the request.

Only Mawson Lakes School OSHC supplied or issued registered electronic devices are used by children and educators. Strict controls are in place to ensure the appropriate storage, retention and destruction of images and videos of children. Refer to the service device record located in the OSHC office to outline what device the service occupies.

Images and videos are stored on the program iPad for children and families to view. Our program displays that are around the service come down after a year and go into display folders for children and families to view. Individual photos come off the walls and doors and go into the basket in TR 11 for children to view. Any images or displays that have been taken or no longer required are deleted off our work iPad and work phones or taken to the blue confidentially bin which is situated in the IT office on site east for destruction.

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 when using any technology.

The Excursion Planning and Risk Assessment process will be completed prior to all excursions to ensure all regulatory requirements are met and that the safety and wellbeing of children and educators always remain paramount.

Mawson Lakes School OSHC has three work mobile phones. One phone is equipped with a SIM card and can make and receive calls. The remaining two devices do not have SIM cards and are used solely for capturing images of children participating in the services program.

The Essential Planned Purpose form will be actioned so that the Nominated Supervisors can carry their personal device when children and educators are transported on one or more buses for excursions, each bus must be provided with a fully charged and contactable mobile phone to ensure communication can be maintained in the event of an emergency. During excursions, the Nominated Supervisor may carry their personal mobile device in their bag. The device is to be used only in the event of an emergency and must not be used for personal purposes while supervising children. Once we return from the excursion all personal devices will return to the locked locker in the OSHC office.

Parents interacting primarily with their child may retain their personal electronic devices, during arrival and departure. Parents must not use personal electronic devices for taking images, except of their own children. Parents are encouraged to refrain from using personal electronic devices whilst on site at Mawson Lakes School OSHC.

Visitors to the service, as a condition of entry, must agree in writing that they will not take any photographs or videos of children during their visit. All visitors will be directly supervised and will not be left alone with children.

### **EQUIPMENT, FURNITURE & MAINTENANCE RECORD**

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

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 Reception to Year 6. Regular checks occur to ensure that all toys, furniture, and equipment are in good condition and working order. These checks include Toy Cleaning Register, Maintenance Records.

### **STORAGE OF HAZARDOUS SUBSTANCES**

We reduce the risk of harm to children and educators by using eco-friendly products where possible. OSHC will endeavour to provide a safe environment. Chemicals and hazardous equipment are safely stored away from children and young people and handled appropriately. All chemicals and cleaning products are stored in a locked and visible marked cupboard and all keys for these cupboards are kept out of reach of children. The service keeps a register of hazardous chemicals used within the service, including Safety Data Sheets.

### **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, students and volunteers understand and effectively implement our policies and procedures to provide a child safe environment at OSHC. Our policies are reviewed every two years or when deemed necessary, and a new Child Safe Environment Compliance Statement will be lodged with the Department of Human Services every 5 years.

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

## ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<b>Approved Provider/ Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>• Ensure that obligations under the Education and Care Services National Law and National Regulations are met</li> <li>• Ensure that by providing a child safe environment policy and procedures are implemented, the appropriate risk assessments and action plans are completed, and all identified actions are taken to minimise the risks to children’s health and safety</li> <li>• Ensure that persons with management and control of the service, Nominated Supervisors, persons in day-to-day charge, educators, staff and volunteers have completed prescribed child safety training within the prescribed period</li> <li>• Ensure all educators and staff, volunteers and students, are aware of current child protection legislation, including mandatory reporting requirements and obligations. Please note this is a requirement under regulation 84 and is separate to child protection and child safety training requirements set out above</li> <li>• Provide an environment that is free from the use of tobacco, vaping devices, vaping substances, illicit drugs and alcohol and ensure no educators or staff are affected by alcohol or drugs including prescription medication to impair their capacity to supervise or provide education and care to children in the service</li> <li>• Ensure that no child is subjected to any form of corporal punishment, or any discipline that is unreasonable or inappropriate in the circumstances</li> <li>• Ensure that no child is subjected to inappropriate conduct</li> <li>• Ensure that nominated supervisors, staff members and volunteers including students meet the requirements for working with children’s clearances, such as a WWCC registration, or teacher registration, before they are engaged at the service and that this information is included in the staff record</li> <li>• Require each nominated supervisor, staff member or volunteer including students to notify you within 24 hours of becoming aware of a change in status of their WWCC registration or teacher registration, if not already required to notify under a law of the participating jurisdiction</li> <li>• Notify the regulatory authority within 24 hours of becoming aware of a change in status of any WWCC registration or teacher registration for any nominated supervisor, staff member or volunteer including students, if not already required to notify under a law of the participating jurisdiction</li> <li>• Promote a culture of child safety and wellbeing that underpins all aspects of the service’s operations, to reduce risk to children including the risk of abuse</li> <li>• Ensure the safe use of service-supplied, service-authorised and personal devices and online environments at the service in line with your Safe use of Digital Technologies and online environments policies and procedures</li> <li>• Ensure policies and procedures promote equity and respect diversity for the safety and wellbeing of children and young people</li> <li>• Take reasonable steps to ensure that nominated supervisors, educators and staff follow the providing a Child Safe Environment policy and procedures</li> <li>• Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators and staff, and available for inspection</li> <li>• Notify families at least 14 days before changing the policy or procedures if the change</li> <li>• Meeting staff to child ratios to ensure adequate supervision</li> </ul>

	<ul style="list-style-type: none"> <li>• Ongoing communication with educators and staff about their responsibilities and any changes to policies, procedures and legislation</li> <li>• Support educators and staff to uphold the service’s culture of child safety and wellbeing</li> <li>• Must complete child protection training and regularly monitor child protection training schedules and ensure all educators and staff are up to date with their training</li> <li>• Must complete Foundation and Advanced child safety training and ensure that all educators and staff, including volunteers and students, have undertaken required child safety training within the prescribed timeframes</li> <li>• When required, work collaboratively with appropriate services and/or professionals to support children’s access, inclusion and participation in the program</li> <li>• Ensure the safety and wellbeing of children attending the service by keeping a visitors’ record, including signatures and arrival/departure times</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>• Be aware of current child protection legislation, including the mandatory reporting requirements and obligations</li> <li>• Implement the providing a Child Safe Environment policy and procedures and ensure that any action plans for individual children are carried out</li> <li>• Implement the service’s culture of child safety and wellbeing</li> <li>• Know the individual needs and action plans for the children in your care</li> <li>• Must complete required child protection training, including mandatory reporting requirements and obligations</li> <li>• Must complete Foundation and Advanced child safety training</li> <li>• Maintain current approved first aid qualification, emergency asthma management training and anaphylaxis management training</li> <li>• Must not use personal digital devices while working directly with children, unless there is an exemption or written authorisation in place</li> <li>• Must only use service-supplied or service-authorised devices to capture, store or transmit images of children</li> <li>• Monitor and maintain staff to child ratios to ensure adequate supervision of children</li> <li>• Provide an environment that is free from the use of tobacco, vaping devices, vaping substances, illicit drugs and alcohol</li> <li>• Keep a visitors’ record, including signatures and arrival and departure times</li> <li>• Recognise and respond effectively to children and young people, taking into account diverse needs</li> <li>• Ensure children and young people participate in decision making in matters affecting them, including in relation to safety issues and risk identification</li> <li>• Must not subject children to any form of corporal punishment or any discipline that is unreasonable</li> <li>• Must not subject children to inappropriate conduct</li> <li>• Must notify the approved provider within 24 hours of becoming aware of a change of status in their WWCC registration or teacher registration</li> </ul>
<b>Families</b>	<p>A strong partnership between families and OSHC educators helps children feel secure, valued, and protected, which is the foundation of a child-safe environment.</p> <ul style="list-style-type: none"> <li>• Build open communication</li> <li>• Share important information about the child’s needs, health, behaviour, interests, and emotional wellbeing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Inform educators about changes at home that may affect the child.</li> <li>• Listen respectfully to educator feedback and work together on solutions.</li> <li>• Understand and follow service policies</li> <li>• Read and support the OSHC service’s policies and procedure</li> <li>• Promote respectful behaviour</li> <li>• Model respectful communication with educators, children, and other families.</li> <li>• Encourage children to treat others kindly and speak up if they feel unsafe or uncomfortable</li> <li>• Support children’s voices</li> <li>• Encourage children to talk about their experiences at OSHC.</li> <li>• Help children understand their rights, boundaries, consent, and who trusted adults are</li> <li>• Work collaboratively with educators</li> <li>• Participate in meetings, surveys, family events, or feedback opportunities.</li> <li>• Recognise educators as professionals and value their role in children’s development and safety</li> <li>• Maintain consistency between home and care</li> <li>• Reinforce routines, expectations, and positive behaviour strategies used at the service</li> <li>• Support children’s independence, resilience, and social skills</li> <li>• Report concerns appropriately</li> <li>• Raise safety concerns early and respectfully with service leaders</li> <li>• Support a culture where child protection concerns are taken seriously and acted on quickly</li> <li>• Promote inclusion and diversity</li> <li>• Share cultural knowledge, family traditions, and communication needs with educators</li> <li>• Encourage environments where all children feel safe, respected, and included</li> </ul>
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**SOURCE**

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[NQF Child Safe Culture Guide | ACECQA](#)

[National Child Safety Review – new sector guidance - Department of Education, Australian Government](#)

## REVIEW

POLICY CREATED BY	Lorin, Sue & Mack - All educators & Governing Council	Nominated Supervisor	October 2023
POLICY REVIEWED BY	Lorin & Sue - All educators & Governing Council	Nominated Supervisor	April 2026
MODIFICATIONS Policy reviewed due to legislative changes relating to child safety - Child Safety Reforms.			
POLICY REVIEWED BY			
MODIFICATIONS			