



POLICY STATEMENT

Mawson Lakes School OSHC is committed to providing a child safe environment where children and young people's safety and wellbeing is supported and children feel respected, valued and encouraged to reach their full potential. Our service embeds the National Principles for Child Safe Organisations and promotes a culture of safety and wellbeing to minimise the risk of child abuse or harm to children and young people whilst promoting children and young people's sense of security and belonging. We ensure all employees and volunteers understand the meaning, importance and benefits of providing a child safe environment and critically, understand their obligations and requirements as mandatory notifiers. All educators and staff are mandated notifiers under the Children and Young People Safety Act 2017. All educators and staff will adhere to the legislative requirements regarding taking images or videos of children and ban the use of personal mobile devices whilst working with children.

At all times leadership, educators, staff, and volunteers will treat children and young people with the utmost respect and understanding. Our service fosters cultures of openness so that:

- Children and young people know what to do if they believe they have been subject to inappropriate behaviour, placed at risk or have experienced harm
- Educators, staff, and volunteers can identify children and young people suspected to be at risk
- Leadership, educators, staff, and volunteers are aware of their duty to report children and young people suspected to be at risk to the Child Abuse Report Line and take other measures to establish, promote and ensure child safe environments.

BACKGROUND

Mawson Lakes School OSHC is committed to safeguarding and promoting the safety, wellbeing, and rights of all children and young people. The safety and wellbeing of children and young people is the paramount consideration in all aspects of our service. We maintain a strong child-safe culture that prioritises the protection of children from harm, abuse, and neglect. Our service embeds the National Principles for Child Safe Organisations and implements practices that support children to feel safe, respected, valued, and included. Through ongoing commitment to child protection, risk minimisation, and staff responsibility, we foster an environment where every child's sense of security, wellbeing, and belonging is upheld.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS		
Regulation	Description	Implementation
S.2A	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.
S.4	How functions to be exercised	All functions and responsibilities under this policy are carried out in a manner that promotes the safety, wellbeing, dignity, and rights of children. Educators, staff, volunteers, and Nominated Supervisors do follow the service's policies and procedures, comply with relevant legislation and regulations, and act in the best interests of children at all times.

12	Meaning of a serious incident	A "serious incident" includes child deaths, injuries, illnesses, emergencies, missing children, and unauthorised removal or locking incidents within an education and care service.
84	Awareness of Child Protection Law	We ensure all staff, volunteers, and students are aware of child protection laws and their responsibilities.
86	Notification to parents of incident, injury, trauma, and illness	Nominated Supervisor to notify families of children who have been involved in an incident, injury, trauma, or illness.
87	Incident, injury, trauma and illness record	Under Regulation 87 Mawson Lakes School OSHC keeps an accurate record of any incident, injury, trauma, or illness that affects a child while in care. This record must include details such as the date, age, time, and circumstances of the event, a description of what occurred, any first aid or medical treatment provided, and the names of educators involved.
101	Conduct of risk assessment for excursions	Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and specify how the identified risks will be managed and minimised.
115	Premises designed to facilitate supervision	The service has been designed and maintained in a way that facilitates supervision of children at all times while being cared for at the service.
122	Educators must be working directly with children to be included in ratios	Only educators who work directly with children are included in the daily ratios.
145	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.
155	Interactions with children	We create an inclusive environment that respects children's voices, independence, dignity, and individuality. Taking into considerations their age, cultural backgrounds, and abilities.
S.162A	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.
S.162B	Child safety training	Foundation Child Safety training is required to be refreshed every 2 years by all educators and staff.
S.165	Offence to inadequately supervise children	Mawson Lakes School OSHC recognises its legal obligation to always provide adequate supervision, including during sleep and rest periods. The service takes reasonable precautions to protect children from harm and hazards by ensuring appropriate educator-to-child ratios, active supervision practices, and effective staff deployment.

S.166	Offence to use inappropriate discipline	Section 166 of the Education and Care Services National Law makes it an offence for an Approved Provider, Nominated Supervisor, educator, or staff member to use any form of inappropriate discipline to a child while they are being educated and cared for. Inappropriate discipline includes any action that is harsh, cruel, or humiliating, or that is likely to cause physical or emotional harm. This may include corporal punishment, yelling, shaming, or any form of degrading treatment.
S166 A	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.
168	Education and care service must have policies and procedures	The service has policies and procedures that reflect the needs of the service. These are reviewed every two years or when deemed necessary.
S.167	Offence relating to protection of children from harm and hazard	Mawson Lakes School OSHC recognises that it is an offence under education and care services legislation to fail to protect children from harm and hazards. The service is committed to providing a safe environment and taking all reasonable precautions to safeguard children from injury, illness, abuse, neglect, and foreseeable risks.
170	Policies and procedures	The approved provider takes reasonable steps to ensure that nominated supervisors and staff members at our service follow the policies and procedures required under regulation 168.
S.174	Offence to fail to notify certain information to Regulatory Authority	Notifiable incidents may include serious incidents involving a child, complaints alleging serious breaches of the law, changes to key personnel, or circumstances that affect the service's ability to operate safely and in compliance with regulations.
S.175	Offence relating to requirement to keep enrolment and other documents	Mawson Lakes School OSHC ensures that required enrolment records and other prescribed documentation are accurately completed, maintained, and securely stored. This includes keeping up-to-date enrolment records for each child, attendance records, incident, injury, trauma and illness records, medication records, and any other documentation required under the Regulations.
S175	Prescribed information to be notified to the Regulatory Authority	The service is committed to notifying any relevant information to the Regulatory Authority within the required time frame.
176	Policies and procedures to be followed Time to notify the certain information to the Regulatory Authority	The regulation mandates that certain information be reported to the regulatory authority within specific timeframes. These timeframes vary based on the type of event and range from 7 days to 24 hours.

Part 6A	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.
S.188	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.
S.269B	National Early Childhood Worker Register	National Early Childhood Worker Register, the register is used to record and manage information about individuals working in education and care services. The register may include information such as a worker's qualifications, training, employment history, and compliance with relevant requirements. Approved providers are required to ensure that information relating to educators is accurate and up to date where applicable. This helps support safe recruitment practices and workforce.
S.269E	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 POLICIES

Behaviour Guidance Policy Providing a Child Safe Environment Policy Code of Conduct Policy Dealing with Complaints Policy Health and Safety Policy	Safe Use of Digital Technologies and Policy Staffing Arrangements Policy Supervision Policy Interactions with Children, Family and Staff Policy Privacy and Confidentiality Policy
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PURPOSE

All educators, staff, visitors and volunteers are committed to identifying harm or risk of harm to children and young people at OSHC. We understand our duty of care responsibilities to protect children and young people from all types of abuse and adhere to our legislative obligations at all times.

Mawson Lakes School OSHC implements effective strategies to assist in ensuring the safety and wellbeing of all children and young people. We act in the best interest of each child and young person, assisting them to develop to their full potential in a secure and child safe environment. Educators ensure that child safety, wellbeing and best interests take priority over all other considerations, including financial interests or other obligations of management, and are embedded in our daily practices, policies and procedures.

SCOPE

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

CHILD ABUSE

Child abuse is any action towards a child or young person that harms or puts at risk their physical, psychological or emotional health or development. Child abuse can be a single incident or can be a number of different incidents that take place over time.

CHILDREN AND YOUNG PEOPLE AT RISK

A child or young person will be at risk if:

- They have suffered harm of a kind against which a child or young person is ordinarily protected; or
- There is a likelihood that they will suffer harm; or
- There is a likelihood that the child or young person will be removed from the State whether by their parent or Guardian or by some other person
- The parents or guardians are unable or unwilling to care for them, have abandoned them, cannot be found or are dead
- They are of compulsory school age and are persistently absent from school without explanation
- They are homeless or of no fixed address

DUTY OF CARE

Mandatory notifiers have a duty of care that extends beyond a report to the Child Abuse Report Line (CARL). The needs of a child and their family may be supported through support services who can offer assistance to provide additional support, health services and counselling to families.

According to the Children and Young People (Safety) Act 2017, mandated notifiers including people employed in children's services and unpaid managers of these services must make reports if they suspect on reasonable grounds a child or young person is, or may be, at risk of harm.

Child abuse is any action towards a child or young person that harms or puts at risk their physical, psychological or emotional health or development. Child abuse can be a single incident or can be a number of different incidents that take place over time.

Inappropriate conduct to a child is any behaviour that a reasonable person would consider to be inappropriate in an education and care service, taking into account the child's age, development, safety, wellbeing and the context of the interaction.

MANDATORY REPORTING

Is the legislative requirement under the Children and Young People (Safety) Act 2017 for certain people to report to the Department of Child Protection if they suspect on reasonable grounds that a child is or may be at risk of harm.

MANDATORY REPORTERS OR NOTIFIERS are listed in Section 30 of the Children and Young People (Safety) Act and include:

- Teachers employed in a school within the meaning of the Education and Early Childhood Services Registration and Standards Act 2011 or a pre-school or kindergarten
- Employees of, or volunteers within, an organisation that provides health, welfare, education, sporting and childcare services for children and young people who:
 - Provide these services directly to children or young people; or
 - Hold a management position within the organisation with responsibilities for, or direct supervision of, the provision of these services to children and young people
- Officer or employee of a prescribed organisation (as per section 114) who holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services to children.

WORKING WITH CHILDREN CHECK

People working or volunteering with children in South Australia must, by law, have a Working with Children Check. Mawson Lakes School OSHC is registered with the Department of Human Services SA Screening Unit and verify all staff, educators, students and volunteers Working with Children Checks in accordance with the Child Safety Prohibited Persons Act 2016.

Any interstate worker must hold a WWCC that is recognised under the national mutual recognition arrangements. The National Continuous Checking Capability will be used to support real-time monitoring of worker criminal history across all jurisdictions. The regulatory authority and the SA Screening Unit may immediately suspend a person's WWCC if there is any credible information suggesting risk.

MEANING OF HARM

Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm either caused by an act or omission, including harm caused by sexual, physical, mental or emotional abuse or neglect. Psychological harm does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary ups and downs, changes, difficulties, and challenges that people experience throughout life.

DOCUMENTING A DISCLOSURE

A disclosure of harm emerges when someone, including a child or young person, tells you about harm that has happened or is likely to happen. When a child or young person discloses that he or she has experienced harm or are at risk of harm, it is an opportunity for an adult to provide immediate support and comfort and to assist in protecting the child or young person. It is also a chance to help the child or young person connect to professional services that can keep them safe, provide support and facilitate their recovery from trauma. Disclosure is about seeking support, and your response can have a great impact on the child or young person's ability to seek further help and recover from the trauma.

WHEN RECEIVING A DISCLOSURE OF HARM

If educators or staff have concerns about the safety of a child or young person, they will use the Child Protection [notification checklist](#) to record required information before phoning the Child Abuse Report Line.

- Remember the child or young person may be experiencing a crisis, let the child or young person take his or her time
- Give the child or young person their full attention, listen carefully
- Control your own expressions of panic or shock, remain calm and find a private place to talk

- Take what the child or young person says seriously
- Let the child or young person use their own vocabulary
- Tell the child or young person that this has happened to other children and that some adults do wrong things
- Reassure the child or young person that they have done the right thing by telling you tell the child or young person you will do your best to support them but do not make promises you may not be able to keep
- Honestly tell the child or young person what you plan to do next, explain to the child or young person that you need to tell someone who can help them
- Use open ended questions to clarify the situation and gain sufficient information for Child Abuse Report line staff to make an informed assessment
- Only ask enough questions to confirm the need to report the matter because probing questions could cause distress, confusion and interfere with any later enquiries
- Not attempt to conduct their own investigation or mediate an outcome between the parties involved
- Not confront the perpetrator
- Document as soon as possible so the details are accurately captured including:
 - Time, date and place of the disclosure
 - 'Word for word' what happened and what was said, including anything they (the staff member/educator) said and any actions that have been taken
 - Date of report and signature

REASONABLE GROUNDS

Refer to the need to have an objective basis for suspecting that a child or young person is, or may be at risk of harm include:

- When your own observations of a particular child's behaviour and/or injuries lead you to suspect a child is, or may be, at risk of harm, or harm is occurring
- When a child or young person tells you, they are at risk of harm or have been harmed
- When a child or young person tells you that they know of someone who has been harmed they may possibly be referring to themselves
- When you hear about risk or harm to a child or young person from someone who can provide reliable information, perhaps a relative or friend, neighbour or sibling of a child who is at risk.

CHILD ABUSE REPORT LINE - CARL

Call 000 immediately if it is an emergency

Mandatory notifiers in SA have a legal obligation to report/notify the Department for Child Protection if they have a reasonable suspicion that a child or young person is, or may be at, risk of harm. Notification must be made to the Child Abuse Report Line: 13 14 78. All concerns must be reported/notified where a child or young person is suspected to be in imminent danger of:

- Serious harm
- Serious injury or death
- Chronic neglect
- Or when the concerns are for an infant under 12 months old
- A child or young person has been abandoned or is currently unsupervised
- Or a child or young person has experienced sexual abuse and has contact with the alleged perpetrator within the next 24 hours
- Or when the concerns are for a child or young person who is in under the care of the of the Guardian or Department of Child Protection.

IMPLEMENTATION

Mawson Lakes School OSHC aims to protect children and young people from harm or risk of harm and endorses high quality practices in relation to protecting children. Educators have an important role to support children and young people and to identify concerns that may jeopardise their safety, welfare, or wellbeing including:

- A duty of care to ensure that reasonable steps are taken to prevent harm to children
- Obligations are met under child protection legislation
- Obligations are met under work, health and safety legislation

We promote a culture of child safety and wellbeing within the service. The approved provider, staff, educators, volunteers and students are required to complete mandatory National Child Safety Training for the Early Childhood Education and Care Sector. This applies to any person working in the service whether they work directly with children.

The Nominated Supervisor will ensure prescribed child safety and child protection training is completed before employment or engagement and before working directly with children. Training will be recorded on the Training Register and refresher training to be completed every 2 years.

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.

MAKING A REPORT/ NOTIFICATIONS - NOMINATED SUPERVISOR WILL ENSURE:

Dial 000 if a child is at immediate risk and Police or medical assistance is required

- Meet all requirements as mandatory reporting obligations and responsibilities to report serious concerns of risk of harm to the [SA Child Abuse Report Line \(CARL\)](#) or submitting a report through [e-CARL](#) for other notifications
- Report all instances alleged or witnessed of child abuse or risk of harm to the SA Child Abuse Report Line
- 13 14 78
- Report all instances alleged or witnessed of child abuse, including assault or sexual abuse including grooming to SA Police and Education Standards Board within 24 hours
- Notify the Education and Standards Board through the NQA-ITS within 24 hours of
- Any incident or allegation where it is reasonably believed that physical and/or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for by the OSHC Service
- Any complaints alleging that a serious incident has occurred or is occurring at the OSHC Service
- A serious incident, which may include physical or sexual abuse where emergency services attended the OSHC Service
- Any allegation observed or suspected or disclosures that a staff member or volunteer is engaging or has engaged in appropriate conduct to a child
- Any change to a person's WWCC or any relevant risk information related to child safety
- Ensure documentation is completed to assist in making reports to relevant authorities including an incident, injury, trauma and illness record and or Child Safety Incident Response template
- Develop a 24-hour reporting procedure to ensure that any report made to the approved provider or nominated supervisor, which is deemed notifiable to the regulatory authority, is submitted within the required 24-hour timeframe, including when incidents occur, or are reported, outside of operational hours

EDUCATORS WILL:

- Contact the police on 000 if there is an immediate danger to a child and intervene if it is safe to do so
- Respect what a child discloses, taking it seriously and follow up on their concerns through the appropriate channels
- Be aware of the requirement to report concern or have a suspicion that a child is at risk of abuse, harm, neglect or ill-treatment to the approved provider or nominated supervisor
- Prepare accurate records recording exactly what happened, conversations that took place and what was observed to pass on to the relevant authorities to assist with any investigation
- Report all instances alleged or witnessed of child abuse, including assault or sexual abuse including grooming to SA Police and Education Standards Board within 24 hours
- Comprehend their obligations as mandatory reporters and their requirement to report any situation where they believe, on reasonable grounds, that a child is at risk of harm to the Child Abuse Report Line 13 14 78 available 24 hours/7 days a week
- Identify and notify any concerns or allegations of reportable conduct involving a staff member, volunteer or contractor to the approved provider as soon as possible but within 24 hours
- NOT investigate suspicion of harm or risk of harm but collect only enough information to substantiate concerns and pass on to the Child Abuse Report Line or police
- Understand that allegations of abuse or suspected abuse against them are treated in the same way as allegations of abuse against other people.

- Identify and report any concerns and allegations of reportable conduct involving a staff member, volunteer or contractor to the approved provider as soon as practicable
- Identify and report any concerns and allegations of inappropriate conduct observed or suspected or disclosures by other staff members, volunteers or students to the approved provider and Education Standards Board within 24 hours
- Refer families to appropriate agencies where concerns of harm do not meet the threshold of harm

CONFIDENTIALITY

It is important that any notification remains confidential, as it is vitally important to remember that no confirmation of any allegation can be made until the matter is investigated. The individual who makes the notification should not inform the suspected perpetrator if known nor attempt to investigate any allegation themselves. This ensures the matter can be investigated without contamination of evidence or pre-rehearsed by the appropriate authorities. It also minimises the risk of retaliation on the child for disclosing.

SHARING INFORMATION

The Children and Young People Safety Act 2017 Act allows information to be shared with certain persons or bodies to perform functions related to providing services and support to children and young people, when the information relates to health, safety or wellbeing of children and young people, or if it is necessary to manage risks to children and young people.

The Information sharing and confidentiality practice guide supports staff and educators to:

- Share information and collaborate with others to promote the safety and wellbeing of children, young people, families and carers
- Know when information must be shared, may be shared or should not be shared
- Understand the interconnection between the Children and Young People Safety Act 2017 and the Information Sharing Guidelines for Promoting Safety and Wellbeing and how together, they provide a strong framework for appropriate information sharing
- Understand the process and decision-making steps that must be followed when sharing information; and
- Ensure children and young people's right to safety is paramount in decisions to share information and is not overridden by other considerations such as privacy or confidentiality

PROTECTION FOR REPORTERS

All reporters are protected against retribution for making or proposing to make a report under section 163 of the Children and Young People Safety Act 2017.

Mandatory notifiers identify will not be disclosed unless:

- Is made with the consent of the person who gave the notification, or
- Is required or authorised by the Chief Executive or under the Act, or
- Is made by way of evidence and the court or tribunal is satisfied the disclosure is of critical importance in the proceedings and failure to admit it would prejudice the proper administration of justice
- Is reasonably necessary for the performance of the person's official functions and duties, or the functions and duties of a state authority relating to the protection of children and young people from harm, or
- Is reasonably necessary to prevent harm, or further harm, being caused to a child or young person to whom the information relates.

These protections are outlined within our Code of Conduct Policy, which supports and protects individuals who report concerns in good faith about child safety, breaches of the National Law, or Service operations.

BREACH OF CHILD PROTECTION POLICY

A breach is any action or inaction by any individual within the OSHC Service, including children and young people, that fails to comply with any part of the policy. All educators, students, volunteers and staff working with children are mandatory reporters and have a duty of care to support and protect children. The rights and best interests of children are paramount, and breaches will be treated as serious.

Any allegations of criminal offences against children must be reported to the Police immediately. Failure to report child sexual abuse to the police is a criminal offence.

Any person who reports a breach or concern in good faith, will be protected against retaliation under the Protected Disclosures Code of Conduct Policy. All breaches will be recorded, and outcomes documented, in accordance with record-keeping requirements. A breach may include but is not limited to:

- Failure to report suspected child abuse, neglect, or risk of harm
- Engaging in or failing to prevent inappropriate conduct or inappropriate discipline to a child
- Breaching confidentiality about a child protection matter
- Failing to maintain a valid Working with Children Check
- Not following the Service's Code of Conduct, supervision or reporting procedures
- Any action or inaction that places a child at risk of harm.

MANAGING A BREACH IN CHILD PROTECTION POLICY

Management will investigate any breaches to this policy in a fair, unbiased and supportive manner by:

- Liaising with Department of Child Protection (DCP), SA Screening Unit, Education Standards Board and police for appropriate processes to ensure chain of evidence is not destroyed or compromised
- Not investigating the allegation whilst the DCP, SA Screening Unit, Education Standards Board or the SA Police are investigating
- Following directions from the DCP, SA Screening Unit, Education Standards Board and SA Police that may include removal of the educator or staff member (who is the subject of allegations) immediately from a role with contact with children or young people until authorities conclude their investigation

OUTCOME OF A BREACH IN CHILD PROTECTION POLICY

Educators who fail to adhere to this policy may be in breach of their terms of employment. Visitors or volunteers who fail to comply to this policy may face termination of their engagement.

Depending on the nature of the breach outcomes may include:

- Disciplinary procedures, including dismissal of employment, if required
- Emphasising the relevant element of the child protection policy and procedure not followed
- Providing closer supervision
- Providing further education and training
- Providing mediation between those involved in the incident where appropriate
- Reviewing current policies and procedures and developing new policies and procedures if necessary
- External regulatory action- including compliance history, fines, suspension of rating or service closure

EDUCATING CHILDREN ABOUT PROTECTIVE BEHAVIOUR

Our program will educate and support children to learn about their rights and encourage them to express their views and feelings. Children will learn:

- About acceptable and unacceptable behaviour in both physical and online environments
- About what is appropriate and inappropriate contact at an age-appropriate level and understanding
- About body safety, using correct names of private body parts to help recognise inappropriate touches and respect for personal space
- About their right to feel safe at all times
- To say 'no' to anything that makes them feel unsafe or uncomfortable
- About how to use their own knowledge and understanding to feel safe
- To identify feelings that they do not feel safe
- Help them identify trusted educators, adults and friends
- The difference between 'good' and 'bad' secrets
- That there is no secret or story that cannot be shared with someone they trust
- That educators are available for them if they have any concerns
- To tell educators of any suspicious activities or people
- To recognise and express their feelings verbally and non-verbally
- That they can choose to change the way they are feeling

RESOURCES FOR INDICATORS OF HARM OR RISK TO CHILDREN AND YOUNG PEOPLE

- [Child Safe Organisations](#)
- Government of South Australia Department of Child Protection – [Indicators of harm or risk to children and young people](#)
- Government of South Australia. Child Protection. [Process for mandated reporters.](#)
- Government of South Australia. Human Services. [Child Safe Environment Program.](#)
- [Kids Helpline](#)
- [Lifeline](#)

ROLES

Roles	Responsibilities
Approved Provider/Nominated Supervisor	• That obligations under the Education and Care Services National Law and Education and Care Services National Regulations are met and child's safety and wellbeing are always prioritised • Educators, staff, students and volunteers have knowledge of and adhere to this policy and associated procedure and are advised on how and where the policy can be accessed • Families are aware of this Child Protection Policy and procedure and are advised on how and where the policy can be accessed • All children being educated and care for by the service are adequately supervised (Sec. 165) • Staff, student and volunteer records are maintained as per the Record Keeping and Retention Policy and entered into the National Early Childhood Worker Register • To cooperate with the Education Standards Board and comply with any directions or orders issued by the regulatory authority regarding a show cause, suspension or supervision notice provided to a student, volunteer or visitor, including removing the person from engagement with children immediately • A Child Protection Risk Assessment is completed and reviewed annually • A range of strategies are used to provide effective supervision, including using attendance records to ensure children are accounted for head counts • They do not subject a child to inappropriate conduct and ensure that no child being educated and cared for by the service is subjected to inappropriate conduct by any staff member, educator or volunteer • Any allegations, concerns or suspicions of inappropriate conduct are investigated and reported to the regulatory authority in accordance with our Code of Conduct • Staff, educators, volunteers, students and visitors have knowledge of and adhere to legislative requirements and not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or videos when educating and caring for children at the OSHC service • Staff and educators only use electronic devices supplied by the service for taking images or videos of children enrolled at the OSHC service • That the premises, including toilet facilities are designed and maintained to facilitate clear supervision of children whilst maintaining their rights and dignity • Students, volunteers and visitors are never left alone with a child whilst at the OSHC service under any circumstance • Educators and staff are provided with training and ongoing supervision to promote a child safe • Culture and ensure they understand that child safety is everyone's responsibility, and they adhere to the National Principles for Child Safe Organisations • All educators, staff, volunteers and students have completed mandatory National Child Safety Training

	• A thorough recruitment process is implemented to employ people who are committed to children's safety and ensure their views align with the Service's Code of Conduct, Statement of Philosophy and child safety policies and procedures • The recruitment process includes pre-employment screening, reference checks and prohibition checks • The approved provider registers with the Department of Human Services Screening Unit and verifies all staff, educator, volunteers and students Working with Children Checks in accordance with the Child Safety Prohibited Persons Act 2016 before the person begins working or interacting with children • A WWCC register for all staff, volunteers and students is kept and updated of the number of each WWCC check, status current/suspended/cancelled and expiry date and staff and educators are reminded to renew their WWCC at least 3 months prior to expiry • A person is immediately removed from child-related work if their WWCC is suspended, cancelled or under reassessment • All WWCC applicants engaged at the service are aware that false or misleading information can result in cancellation of their WWCC and prosecution • To emphasise child safety throughout the service with regular discussions at team meetings and with children and families NQF Safe Culture Guide 2025 • Educators and staff are provided with a reporting procedure and professional standards to safeguard children and protect the integrity of educators, staff and volunteers • Records of harm or risk of harm are kept in line with our Privacy and Confidentiality Policy • Records relating to child sexual abuse that has or is alleged to have occurred are kept • All allegations of harm and or sexual abuse are managed with confidentiality and according to the Children and Young People Safety Act 2017 • Ensure our complaint handling processes are child-focused providing support and guidance for children to know who to talk to if they are feeling unsafe See Dealing with Complaints Policy • Ensure following any critical incident, children, staff and families are provided with access to support they may need- counselling, debriefing, access to community services • Ensure critical reflection on the incident is conducted with staff and educators to inform required changes to policy, procedures, practices including supervision and risk assessments
Educators, Volunteers and Students	• Provided with a copy of the current Child Protection, Child Safe Environment, Code of Conduct and Safe Use of Digital Technologies and Online Environments Policies • Required to participate in a comprehensive induction and orientation program, including an understanding of child protection law • Provided with access to all relevant legislations, regulations, standards and other resources to help meet their mandatory reporting obligations • Supported to foster a child safe culture within the service by complying with National Principles for Child Safe Organisations - Child Safe Standards • Provided with support to adhere to a zero-tolerance stance against child abuse • Provided with regular up-to-date knowledge and training on how to identify, understand, report, and respond to indicators showing a child or young person is, or may be at risk of harm or significant risk of harm • Aware of their mandatory reporting obligations and responsibilities • Aware that neglecting to report child protection concerns may be deemed a criminal offence under the Statutes Amendment - Child Sexual Abuse Act 2021 • Provided with regular training and resources about the different ways children may express concerns, distress and disclose harm as well as the process for responding to

	disclosures from children- including a complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child or another child - ACECQA 2023 • Provided with regular training and resources about trauma-informed care, effective supervision and monitoring, appropriate and inappropriate discipline and online abuse • Required to participate in regular performance reviews • Aware of appropriate positive and consistent approaches to guide behaviour and ensure no child is subjected to any form of corporal punishment or discipline that is unreasonable in the circumstances - Sec. 166 • Aware that it is an offence to subject a child to inappropriate conduct which includes behaviour that is inconsistent with professional standards; is likely to cause emotional, psychological or physical harm to children or has violent or sexual connotations • Aware that if they observe, suspect or receive any allegations or disclosures that a staff member, or volunteer is engaging or has engaged in inappropriate conduct, they must notify the regulatory authority, approved provider and nominated supervisor within 24 hours • Aware of our service policy and associated procedures for the Photograph, Technology and Cyber Safety • Adhere to the OSHC service's policies and procedures • Provide and maintain a child safe environment for all children and adhere to the National Principles for Child Safe Organisations • Foster a culture of openness, respect and cultural safety where children and young people feel safe to disclose risk of harm to children • Provide valid Working with Children Check details during their employment and engagement at the service • Advise the approved provider of any circumstances that may affect their WWCC Check or fit and proper status including changes to teacher accreditation or registration if applicable, in writing, within 24 hours • Not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or video of children at the service • Complete mandatory National Child Safety Training • Implement consistent, appropriate interactions with children • Ensure no child is subjected to inappropriate conduct or discipline • Understand their legal responsibilities to report any allegations or disclosures that an educator or volunteer is engaging or has engaged in inappropriate conduct to notify the Education Standards Board, approved provider and nominated supervisor within 24 hours • Allow children to be part of decision-making processes where appropriate • Provide ongoing monitoring and follow-up for children's health and wellbeing • Provide a child safe environment for all children • Ensure no child is subjected to inappropriate conduct or inappropriate discipline • Provide valid Working with Children Check details prior their engagement • Promote the welfare, safety, and wellbeing of children at the OSHC service, fostering a child safe culture • Participate in child protection training as required • Report all instances alleged or witnessed of child abuse, including assault or sexual abuse including grooming by an educator or other volunteer to Police, the Education Standards Board and the approved provider or nominated supervisor within 24 hours • Report any concern or suspicion that a child is at risk of abuse, harm, neglect or ill-treatment to the approved provider or nominated supervisor within 24 hours
Families	• Provide appropriate supervision and ensure children are cared for by trusted adults • Foster open, respectful communication and encourage children to express their thoughts, feelings, and concerns • Encourage children to speak up if they feel unsafe, uncomfortable, or worried

	• Establish clear boundaries and age-appropriate expectations • Teach personal safety skills, including body safety and seeking help from trusted adults • Monitor and support safe use of technology and online environments • Promote children's emotional wellbeing and sense of security • Work collaboratively with educators and support services to support the child's needs • Share relevant information that may impact the child's safety, wellbeing, or participation • Raise any safety or wellbeing concerns promptly and follow appropriate reporting processes when necessary
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CONTINUOUS IMPROVEMENT/REFLECTION

Our Child Protection Policy will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 14 days. Our policy, procedures and practices will be critically examined

SOURCES

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Australian Children's Education & Care Quality Authority. (2024). [Taking Images and Video of Children While Providing Early Childhood Education and Care. Guidelines For The National Model Code](#)

Australian Government: Australian Institute of Family Studies. (2023). [Mandatory reporting of child abuse and neglect](#)

Australian Government: Australian Institute of Family Studies. (2025). [Responding to children and young people's disclosure of abuse](#).

Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)

Children and Young People (Safety) Act 2017

Child Safety (Prohibited Persons) Act 2016

Early Childhood Australia. (2016). Code of Ethics.

[Education and Care Services National Law Act 2010](#).

[Education and Care Services National Regulations](#). (Amended 2025)

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](#).

Government of South Australia. Department of Human Services. Screening Unit. <https://screening.sa.gov.au/home>

REVIEW

POLICY CREATED BY	Lorin & Sue - All educators	Nominated Supervisor	December 2023
POLICY REVIEWED BY	Lorin & Sue - All educators	Nominated Supervisor	June 2026
MODIFICATIONS • Policy reviewed due to legislative changes relating to child safety - Child Safety Reforms			
POLICY REVIEWED BY			
MODIFICATIONS			