



Child Safe Environment Policy

Reference:

Education and Care Services National Law: Sections 165, 167

Education and Care Services National Regulations: 82, 83 & 84, 99, 158, 168, 176

Link to National Quality Standard: 2.2, 3.1, 3.2, 7.1, 7.2

Smoke-free Environment Act 2000

This policy is adapted from the Community Early Learning Australia (CELA) sample policies.

Policy Statement

Our education and care service has a moral and legal responsibility to ensure that the rights and best interests of the child are paramount and that we will provide training, resources, information and guidance to support this. Jannali Preschool will ensure the health, safety and wellbeing of children at the service is protected at all times, that we act in the best interests of the child and will maintain a culture in which children's rights are respected. All children have the right to experience quality education and care in an environment that safeguards and promotes their health and safety without hindering their resilience to take safe risks. We will encourage active participation from families at the service, supporting a partnership approach and shared responsibility for children's health, safety, wellbeing and development. All workplaces have a regulatory and legislative duty of care to provide a safe, healthy and smoke-free environment. Children, educators and families will not be exposed to the harmful effects of second hand smoke while on Jannali Preschool premises. Jannali Preschool is also an alcohol and drug-free environment.

Goals - What are we going to do?

The education and care setting will:

- ensure that children feel and be safe in their interactions with adults and other children and young people and help them understand, as early as possible, what is meant by 'feeling and being safe';
- ensure that children are adequately supervised at all times;
- organise rooms, routines and environments to minimise unsafe risks to children;
- take every reasonable precaution to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury;
- monitor and minimise hazards and safety risks in the environment;
- operate in line with the Education and Care Services National Law and National Regulations 2011 and the service's policies and procedures; and
- ensure all staff have access to relevant professional development in providing quality care to protect children being educated and cared for by the service.



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Strategies - How will it be done?

The Approved Provider will:

- ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the delivery and collection of children at all times.

The Nominated Supervisor will:

- co-operate with other services and/or professionals in the best interests of children and their families;
- ensure that families are made aware of support services available to them and of the assistance these services can provide; and
- protect the rights of children and families, and encouraging their participation in decision-making at the service.

Educators will:

- undertake appropriate training and education on child protection;
- Identify any potential for risk and harm to a child at the service and developing and implementing effective prevention strategies in consultation with the Approved Provider and the Nominated Supervisor;
- co-operate with other services and/or professionals in the best interests of children and their families;
- inform families of support services available to them and of the assistance these services can provide;
- notify the nominated supervisor or the approved provider immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at the service;
- offer support to the child and their family, and to other and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at the service; and
- maintain confidentiality at all times.

Families will:

- report any concerns, including those in relation to potential child abuse, to the Nominated Supervisor.



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Supervision

The Approved Provider will:

- ensure that sufficient numbers of educators are employed to ensure adequate supervision of children at all times; and
- adopt policies and procedures to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

The Nominated Supervisor will:

- manage rosters to ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements and to ensure adequate supervision of children at all times;
- ensure screening and suitability of staff, volunteers as per the legislation and policy at the time of employment and as part of an ongoing process;
- respond proactively to emerging staff performance concerns;
- ensure staff are aware of the need for adequate supervision of children at all times by using our **supervision indoor/outdoor plan**; and
- ensure that all staff abides by the policies and procedures designed to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

Educators will:

- adequately supervise children within their room, group or allocated supervision area at all times; and
- inform the Nominated Supervisor whenever supervision is inadequate to ensure the health and safety of all children.

The Physical Environment

The Approved Provider will:

- make sufficient allowance within budgets to allow for the replacement of worn and damaged equipment and resources which may provide safety a risk for children; and
- make sufficient allowance within budgets to allow the adequate maintenance of all indoor and outdoor environments.

The Nominated Supervisor will:

- ensure that rooms and groups are organised to enable adequate supervision of children through learning environments which are established to provide appropriate child groupings, sufficient



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space and carefully chosen and well-maintained resources and equipment, minimising the *health and safety* risk to children;

- ensure all equipment and materials used at the service meet relevant safety standards; and
- remove, repair or replace worn and damaged building, structures, equipment and resources which may provide a safety risk for children in a timely manner.

Educators and staff will:

- organise indoor and outdoor spaces to ensure risks to the health and safety are minimised; and
- inform the Nominated Supervisor of repairs and maintenance needed on the Daily Hazard Inspection Checklist to ensure the health and safety of children.

Risk Assessment

The WH&S Officer to conduct a quarterly audit of the service.

The WH&S Officer in conjunction with the Nominated Supervisor:

- conduct a risk audit of the service environment whenever a risk or hazard may be identified;
- analyse and evaluate the risks associated with identified hazards;
- determine appropriate ways to eliminate or control identified hazards; and
- review risk assessments after any serious incident report is made to the Regulatory Authority.

Educators and staff will:

- report any risks or hazards within the service to the Nominated Supervisor as soon as possible.

Child Protection

All educators and volunteers of our service are Mandatory Reporters and are required to report to the Child Protection Helpline (Phone: 132 111) if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concern about the safety, welfare or wellbeing of a child or young person.

The Approved Provider, Nominated Supervisor and Educators and Staff will comply with the requirements of the service's Child Protection Policy to ensure the minimisation of children's risk to harm.



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Evaluation

Children are healthy and safe at our service and the number of serious health and safety incidents is reduced over time.

Links to other policies/documentation:

- Child Protection Policy
- Letter requesting information under Chapter 16A
- Incident, Injury, Trauma and Illness Policy
- Supervision Policy
- Supervision Plan
- Work, Health, Safety and Wellbeing Policy
- Jannali Preschool Health and Safety Audit Checklist

Last reviewed: May 2018

Date for review: May 2020