



P2-05: Child Safe Environment Policy

The United Nations Convention on the Rights of the Child (UNCRC) outline that children and young people have a right to be safe and cared for, no matter where they are or who they are with. Children have the right to be protected from violence, abuse, or neglect. When working with children and young people, it is important to understand children’s rights and needs.

Queanbeyan & District Preschool Association (QDPA) are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment. Children’s safety and wellbeing are paramount at QDPA. QDPA 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 whilst promoting children’s sense of security and belonging.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child protection	Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident, and included.



EDUCATION AND CARE SERVICES NATIONAL REGULATIONS and NATIONAL LAW	
82	Tobacco, drug, and alcohol-free environment
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
99	Children leaving the education and care service premises
102(A-D)	Transportation of children (risk assessments and authorisations)
103	Premises, furniture, and equipment to be safe, clean and in good repair
104	Fencing
105	Furniture, materials, and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
115	Facilities designed to facilitate supervision
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios- centre based services
136	First aid qualifications
155	Interactions with children
162	Health information to be kept in enrolment record
165	Record of visitors
166	Children not to be alone with visitors
167	Record of service's compliance
168 (h)	Education and care services must have policies- Providing a child safe environment
170	Policies and procedures to be followed
S162 (A)	Persons in day-to-day charge and nominated supervisors to have child protection training
S165	Offence to inadequately supervise children
S166	Offence to use inappropriate discipline
S167	Offence relating to protection of children from harm and hazards



RELATED POLICIES

Adventurous Play Policy	Physical Environment Policy
Behaviour Guidance: Bullying Policy	Privacy and Confidentiality Policy
Child Protection Policy	Recruitment Policy
Code of Conduct Policy	Safe storage of Hazardous Chemicals Policy
Cyber Safety Policy	Safe Transportation of Children Policy
Delivery of Children to, and Collection from	Sleep and Rest Policy
Education and Care Service Premise Policy	Staffing Arrangements Policy
Emergency and Evacuation Policy	Student and Volunteer Policy
Excursion and Centre Events Policy	Sun Protection Policy
Injury, Incident, Trauma, and Illness Policy	Supervision Policy
Interactions with Children, Families and Staff	Technology Policy
Policy	Tobacco Drug Alcohol Free Policy
Medical Conditions Policy	Water Safety Policy
Nutrition and Food Safety Policy	Work Health and Safety Policy

PURPOSE

QDPA has a legal and ethical responsibility to provide a safe and friendly environment where all children are respected, valued, and encouraged to reach their full potential. Children’s safety and wellbeing is paramount, and we aim to take all practical steps to protect children and young people from harm or risk of harm, ensuring a healthy and safe environment. QDPA provides children and staff with an environment free from the use of tobacco, alcohol, and illicit drugs.

SCOPE

This policy applies to children, families, staff, volunteers, visitors, educators, Approved Provider, Nominated Supervisor, and management of the Service.

IMPLEMENTATION

Under the Education and Care Services National Regulations, QDPA must ensure that policies and procedures are in place for providing a child safe environment and take reasonable steps to ensure those policies and procedures are followed. (Regulation 168, Regulation 170). The National Law requires management to ensure all children being



educated and cared for are adequately supervised and every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. Our focus is to build a child safe environment which is reflected in QDPA policies and procedures and understood and practiced by all educators, staff, volunteers, and students.

'Child safety is everyone's responsibility.' (A guide to the Child Safe Standards. p.26. 2020)

KEY TERMS-DEFINITIONS

Child Safe Standards	A list of ten standards that organisations can use to keep children safe from harm and abuse as recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse.
Code of Conduct	Lists of dos and don'ts which describe acceptable and non-acceptable behaviour.
Disclosure	The process where a child or young person conveys or attempts to convey that they are being or have been abused.
Information sharing	Refers to sharing or exchanging information, including personal information about, or related to, abuse in organisational contexts. The terms refer to sharing information between (or within) organisations, as well as sharing information with professionals who provide key services for children.
Mandatory reporter	A person who is required to report known and suspected cases of child abuse and neglect to a nominated government department or agency.
Mandatory reporting	the legislative requirement for selected classes of people to report suspected cases of child abuse and neglect.
Reportable conduct	Certain organisations or entities have legal obligations under Reportable Conduct Schemes to notify and investigate certain allegations of abuse involving a child, when the allegation is against someone they employ, engage or contract in circumstances outlined in the legislation.
Rights of the Child	Human rights belonging to all children, as specified in the United Nations Convention of the Rights of the Child.
Wellbeing	Sound wellbeing results from the satisfaction of basic needs.
Working with Children / working with vulnerable people check (WWCC/WWVP)	



A notice, certificate or other document granted to, or with respect to a person under a working with children law. The person has been assessed as suitable to work with children; there has been no information that if the person worked with children the person would pose a risk to the children; or the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.

Definitions sourced from

ACECQA. (2021). Policy and procedure guidelines. *Providing a Child Safe Environment*.

NSW Department of Education (2021). [Guide to the Child Safe Standards for early childhood education and care and outside schools' hours care services](#)

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

QDPA is committed to being a child safe organisation and endorses the National Principles for Child Safe Organisations, placing the protection of children as a priority of our responsibilities and obligations. The Child Safe Standards recommended by the Royal Commission provide guidance for QDPA to ensure our policies and procedures, strategies, and attitudes, ensure children's safety is paramount.

QDPA has a zero tolerance to child abuse, and we are committed to the safety, participation, and empowerment of all children. We promote diversity and tolerance and aim to form equitable and positive relationships with children. We ensure children participate in decisions affecting them and listen and respect their suggestions and ideas. We respond to any concerns, disclosures, allegations, or suspicions of harm by reporting to the relevant authorities.

We are dedicated in promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability. QDPA will not tolerate bullying or harassment. Our priority is to ensure the safety and wellbeing of children and encourage positive relationships.

COMMUNICATION (National Principles 2 and 3)

QDPA aim to build and maintain positive and respectful relationships with children, families, and educators within our Preschools, and prioritise a child safe environment. We communicate regularly and clearly with all stakeholders and ensure our policies and procedures are available to employees, volunteers, families and children and young people. (Reg. 170). Feedback and evaluation of our policies and procedures is welcomed through surveys, feedback, or discussions with management.



CODE OF CONDUCT (National Principles 4 and 6)

Management, educators, staff, volunteers, and students will adhere to QDPA's *Code of Conduct Policy*. We will:

- Always adhere to our Child Safe Environment Policy and Child Protection Policy.
- Always provide adequate supervision of children.
- take reasonable action to protect children and young people for risk of harm.
- ensure the Preschool premise is free from the use of tobacco, illicit drugs, and alcohol.
- be responsible for their own, and others health and safety.
- be a positive role model to children and young people.
- respect children's privacy and dignity always
- listen and respond appropriately to the views and concerns of children and young people.
- report any allegations of child abuse to the Approved Provider
- notify the approved provider and the regulatory authority within 24 hours of any serious incident or complaint as per the National Regulations
- encourage children and young people to 'have a say' on issues that are important to them.

Staff, educators, and volunteers must:

- not discriminate against any child, because of age, gender, cultural background, race, ethnicity, or disability
- not put children at risk of abuse- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos)
- 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.

[Primary policies – Code of Conduct; Privacy and Confidentiality; Probation Induction and Orientation]

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

QDPA ensures families are always welcome and feel comfortable asking questions on how we prioritise child safety.

QDPA provide a range of opportunities for consultation and collaboration about decisions about their child's safety whilst at our Preschool's including:

- policy and procedure review
- child protection
- allegations/grievance procedures



- sun safety
- written authorisations- parenting orders
- code of conduct
- inclusivity and supporting children with diverse needs.

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 and staff.

[Primary policies – Interactions with Children Families and Staff]

RECRUITMENT (National Principle 5)

QDPA maintains a rigorous and consistent recruitment, screening, and selection process to ensure the best staff possible based on skills, qualifications, experience, and suitability for the position available. All staff participate in robust interviews and have reference checks completed to ensure the applicant's suitability to the role, previous experiences and their commitment to child safe values and practices. All staff are provided with a comprehensive induction process which outlines our Code of Conduct, identifying and responding to child abuse, grievance processes, and work health and safety.

[Primary policies - Probation Induction and Orientation; Recruitment]

WORKING WITH CHILDREN CHECK- POLICE CHECKS (National Principle 5)

Working in conjunction with the Child Protection Act and National Regulations, the safety, welfare, and wellbeing of children is paramount within QDPA and our community. A Working with Children Check (WWCC) 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 a clearance to work with children and is valid for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.



Management is responsible for the periodic review and maintenance of up-to-date records of employees, including the Working with Children Check number and the date on which each clearance expires. Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current. The WWCC will be placed in the individual's file. If an employee's WWCC is revoked, QDPA will be notified by the Office of the Children's Guardian (OCG). There is no requirement to continue to verify an employee's WWCC clearance after the initial check.

[Primary policy – Child Protection, Recruitment, Staffing Arrangements]

CHILD PROTECTION- REPORTABLE CONDUCT SCHEME (National Principle 6)

Children and young people always have a right to be safe and protected. To comply with legislation and ensure a child safe environment, educators are provided with training and ongoing supervision to ensure they understand that *child safety is everyone's responsibility*.

All educators and staff are mandatory reporters and must make reports if they suspect on reasonable grounds, a child is at risk of significant harm. All staff are provided with up-to-date training about child protection law and their obligations under this law and to ensure they are confident in following the reporting guidelines within NSW and adhere to our *Child Protection Policy*. (Reg 84).

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 child abuse.

QDPA requires all employees to complete a course in child protection approved by the Regulatory Authority on an annual basis.

[Primary policy – Child Protection]

Child protection- Allegations Against Employees

To protect children and ensure their safety, welfare and wellbeing, management is responsive to report allegations or convictions of child abuse and child related misconduct by any staff member or volunteer or contractor to the Office of the Children's Guardian (OCG) as part of the *Reportable Conduct Scheme*.

QDPA will ensure an appropriate level of confidentiality of information relating to the reportable allegations as per the Children's Guardian Act 2019. We take our legislative responsibilities as part of the Reportable Conduct Scheme seriously and will respond to any reportable allegation or conviction against employees or volunteers that may arise.



REPORTING AND RESPONDING TO GENERAL COMPLAINTS (National Principle 6)

Feedback from children, families, educators, staff, and the wider community is fundamental in creating an evolving Preschool environment, working towards the highest standard of education. We aim to investigate all complaints and grievances with a high standard of equity and fairness. QDPA 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.

[Primary policy – Dealing with Complaints]

PHYSICAL ENVIRONMENT – SUPERVISION AND SAFETY CHECKLISTS (National Principles 5 and 7)

Children's safety is embedded in our day-to-day practices. We ensure effective and adequate supervision is always provided to children. Educators will employ 'active supervision' strategies within the service environment and when participating in excursions or transporting children. Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision.

Through conducting risk assessments, we assess and manage risks in the physical environment collaborating with children to develop behaviour guidelines for play including adventurous and courageous 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 Preschool's. We believe that child safety is a shared responsibility at all levels within our Preschool's. Children 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 daily checklists to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child. Any findings that require attention will be either dealt with immediately or submitted into the maintenance log on OWNA depending on priority.

[Primary policies – Code of Conduct; Supervision; Sleep and Rest; Nappy Change and Toileting; Health and Safety, Staffing Arrangement, Supervision]



RISK ASSESSMENT & RISK ASSESSMENT TOOL (National Principle 8)

It is a legislative requirement that Management and educators 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 QDPA. The key principles of risk management include:

1. Identifying all hazards or potential hazards in the service/residence/venue
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 all staff and educators at our Preschool's to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/incursion or any transportation of children. Children's safety must be incorporated into everyday practice within the Preschool's. Common hazards within the Preschool's which may require a risk assessment include:

- cross-infection and infectious disease
- administration of medication
- anaphylaxis procedures and management
- building and equipment (including storage)
- inadequate space for conducting activities and experiences.
- hazardous chemicals
- electrical appliances
- food preparation and storage
- environmental influences such as shade, noise etc
- sun safety
- children's behaviours
- water safety
- fire equipment
- pets and/or animals
- inadequate supervision of children



- children's activities and experiences
- Work Health and Safety such as manual handling
- non-compliance risk
- hot drinks
- transportation of children (regular outing and regular transportation)
- excursions

[Primary policies – Emergency and Evacuation; Incident, Injury, Trauma, and Illness; Sleep and Rest, Safe Transportation of Children; Sun Safety; Administration of First Aid; Medical Conditions]

EMERGENCY AND EVACUATION PROCEDURES

Management will ensure that copies of the emergency and evacuation floor plan is displayed in prominent positions near each exit of the service premises.

All staff are familiar with emergency evacuation procedures and regulatory requirements. Rehearsals for emergency and evacuation procedures, including lock downs, are conducted at least once every 3 months. Records will be kept for all rehearsals on OWNA.

[Primary policy- Emergency Evacuation Policy]

ARRIVAL AND DEPARTURE AUTHORISATION

QDPA 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 require our Service to keep a record of children and visitor's arrival and departures, with the signatures of the person responsible for verifying the accuracy of the record and the identity of the person collecting the child.

Educators will work in collaboration with our *Delivery of children to and Collection from Education and Care Premises Policy* and *Student and Visitors Policy* to ensure children feel safe and secure.



To ensure children's safety, educators have a clear understanding of their legal obligation to check identification when a person is collecting a child. To maintain compliance, parents and educators will provide additional authorisations within the enrolment form or in writing via email, if they authorise a person who is not on their emergency contact form to pick up their child.

[Primary policies - Delivery of children to, and Collection from Education and Care Premises; Student and Visitors]

ONLINE SAFETY (National Principle 8)

QDPA is committed to creating and maintaining a safe online environment with support and collaboration with staff, families, and community. Management ensures anti-virus and internet security systems are installed to block access to unsuitable web sites, newsgroups, and chat rooms.

QDPA ensures backups of important and confidential data is made regularly and either stored securely offline, or online. Software and devices are updated regularly to avoid any breach of confidential information.

Families are provided with information about our software program, OWINA, which is password protected and used to share observations, photos, videos, daily reports, and portfolios. Passwords are not to be shared with others as per our written agreement.

Written authorisation is requested as part of the enrolment process for children to use computers/tablets; have their photo taken and published as part of promotional marketing or on the app program used by the Preschool. The identity of a child is not published on any platform without written consent. Authorisations are collected from families and educators surrounding the use of ICT at QDPA.

Personal mobile phones are not used to take photos or video of children at the Preschool.

Only educational software programs and apps that have appropriate content and have been examined prior to allowing their use are used in the Preschool. Children are always supervised using any technology.

[Primary policies – Cyber Safety; Technology; Privacy and Confidentiality, Code of Conduct]

STORAGE OF HAZARDOUS SUBSTANCES

We reduce the risk of harm to children and educators by using eco-friendly products. Our Preschool's will endeavour to provide a safe environment where necessary chemical and hazardous equipment are safely stored away from



children and handled appropriately.

Management and educators will keep a register of hazardous chemicals used at the Service, including relevant Safety Data Sheets (SDS).

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

EQUIPMENT, FURNITURE & MAINTENANCE RECORD

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

The premises and all equipment and furniture used within each Preschool are audited to ensure all aspects are safe, clean and in good repair. We understand that hazards are specific to developmental stages; educators are aware that toys and equipment need to be checked to ensure they are safe and developmentally appropriate for children.

Regular checks occur within our Preschool's to ensure that all toys, furniture, and equipment are in good condition and working order.

[Primary policy – Furniture and Equipment Safety]

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 and volunteers understand and effectively implement our policies and procedures to provide a child safe environment at QDPA.

We will regularly review and monitor the effectiveness of our Child Safe policies and procedures and invite children, staff members, families, and communities to contribute to their development.

Any updates or revisions will be communicated to all stakeholders. Our *Child Safe Environment Policy* will be reviewed on an annual basis.



CHILD SAFE STANDARDS LEGISLATION/RESOURCES

The Children's Guardian Amendment (Child Safe Scheme) Bill 2021 came into effect on 1 February 2022 requiring organisations who work with or provide services to children to implement the NSW Child Safe Standards. Compliance and enforcement measures under the Children's Guardian Act commenced from 1 February 2023.

[Children's Guardian Act 2019](#)

Children's Guardian Amendment (Child Safe Scheme) Bill 2021

NSW Office of the Children's Guardian [Child Safe Self-Assessment](#)

SOURCES

Australian Children's Education & Care Quality Authority. (2014).

ACECQA. (2021). Policy and procedure guidelines. *Providing a Child Safe Environment*.

Australian Government. Department of Skills. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0, 2022

Australian Human Rights Commission (2020). *Child Safe Organisations*. <https://childdsafe.humanrights.gov.au/>

[Child Protection \(Working with Children\) Act 2012](#) NSW

Children's Health and Safety – An analysis of Quality Area 2 of the National Quality Standard

Department of Education NSW Providing a child safe environment

Education and Care Services National Regulations. (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

NSW Department of Education (2021). [Guide to the Child Safe Standards for early childhood education and care and outside school hours care services](#)

NSW Government Office of the Children's Guardian *A guide to the Child Safe Standards*. (2020).

Revised National Quality Standard. (2018).

[United Nations Convention of Rights of the Child, \(1989\). \(UNCRC\)](#)

Work Health and Safety Act, (2011).



REVIEW

Version Control	Date	Author	Description of Change
1.0	2018	QDPA	Original document
2.0	2019	QDPA	Scheduled review
3.0	Feb 2021	QDPA	<ul style="list-style-type: none">• Document reviewed with change in leadership team in 2021. Additional related regulations & NQS references added. Version control and description box added to clarify reviewed items/new inclusions. Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes.• Rewrite of policy to include National Principles for Child Safe Organisations• Relevant sections added to reflect Child Safe Standards and refer to guiding policies.• Additional sources added
4.0	April 2022	QDPA	<p>Scheduled Review</p> <ul style="list-style-type: none">• Additional law/regulations added- <i>ACECQA Guidelines to Policy and Procedure document (June 2021)</i>• Additional information re: supervision and rosters• Sources checked for currency
5.0	April 2023	QDPA	<p>Scheduled Review</p> <ul style="list-style-type: none">• Policy updated to include Child Safe Standard Principles• Policy sections rearranged to align with Child Safe Policy template suggestions from NSW (OCG)• Additional related policies added.• Key Terms/Definitions added.• continuous improvement/reflection section added.• additional information added re: Child Safe Standards links to EYLF/MTOP V2.02 added in sources.• Reference to OWNA added