

## Children's Health and Safety QA 2

# CHILD SAFE ENVIRONMENT Policies and Procedures

Links to Regulations: 81, 82 (1), 83 (1) (2), 84, 98, 103, 110, 115, 161, 162, 168 (2) (f) (h) (i) (j)  
Links to quality areas, standards or elements: 2, 2.3, 3.1, 4.1, 4.2, 5, 6, 7.1, 7.3

### Rationale:

As a play-based learning and care service, we have a responsibility and moral obligation to support the health, safety and wellbeing of all children by taking reasonable care to protect children from foreseeable harm, injury and infection.

Our aim is for your child to experience quality learning and care in an environment that provides for their health, wellbeing and safety. We strive to provide and maintain a child safe environment, both inside, in the outdoor learning environment and as children travel to and from the Centre on school buses.

### Policies and Procedures:

- The Centre has a clear process for ensuring our Policies and Procedures are regularly reviewed by parents, guardians, staff and Governing Council and meet the DFE and NQS requirements. The schedule for *Policy Review Schedule* is available in the *Policy Folder*.
- Clear Policies & Procedures are documented to support our service in providing and maintaining high quality learning and care in consistent and transparent ways. Policies and Procedures, including *Emergency & Evacuation* and *Excursion* procedures, are provided to families through both the Enrolment Pack and Induction process and to employees and volunteers through the Induction process.
- We ensure that our premises, furniture and equipment are safe, clean and in good repair. All employees are vigilant and proactive in addressing or reporting any concerns around the maintenance of the Centre and its resources, and families, volunteers and children are also encouraged to provide feedback to the Director, Deputy Director or Responsible Person.
- Our Centre is Smoke-Free to protect the health of children, families, employees, visitors, students and contractors and to provide a clear message to the community that DFE is committed to reducing harm caused by tobacco.
- Risk benefit assessments are conducted when new experiences are offered or a pattern of concern emerges.

### Inclusivity:

As a Centre we are bound by the **United Nations Convention on the Rights of the Child** which entitles all children, regardless of race, colour, sex, religion or nationality, to be protected from sexual abuse, to receive special help if they are abused, to have their opinions heard about matters that affect them, to receive and share information, and to be treated with dignity if disciplined. All children and staff have a right to feel safe and secure, and to be protected from all forms of abuse or neglect.

### The Declaration of the Rights of the Child lays down ten principles (2)

1. The right to equality, without distinction on account of race, religion or national origin.
2. The right to special protection for the child's physical, mental and social development.
3. The right to a name and a nationality.
4. The right to adequate nutrition, housing and medical services.
5. The right to special education and treatment when a child is physically or mentally handicapped.
6. The right to understanding and love by parents and society.
7. The right to recreational activities and free education.

8. The right to be among the first to receive relief in all circumstances.
9. The right to protection against all forms of neglect, cruelty and exploitation.
10. The right to be brought up in a spirit of understanding, tolerance, friendship among peoples, and universal brotherhood.

### **Child Protection Policy and Procedures:**

The **BCCC Director is the identified contact person for child protection concerns**. When the Director is absent, the Deputy Director acts as their delegate, however any Educator at the Centre will be able to assist you with any confidential enquiry.

- The Children's Protection Act 1993 (Part 4, section 11), makes it a legal requirement that all DFE employees, Childcare staff, students and volunteers are mandated notifiers, and that they report all suspected cases of abuse and neglect.
- Educators have a responsibility to protect and keep the children safe while in their care and ensure that effective abuse prevention programs are implemented in education settings.
- The DFE policy Child Protection in Schools, Early Childhood Education and Care Services forms the basis from which our site procedures are formulated and is reflected in our Quality Improvement Plan and learning curriculum.
- Educators are required to understand the current child protection laws, their obligations as mandated notifiers and are required to complete the training, *'Responding to Abuse and Neglect Education and Care'*.
- Educators with responsibility for programming will be trained in the DFE Child Protection Curriculum: *Keeping Safe, Early Years Band: Ages 3-5years or 0-3years*. This will be incorporated in our learning and care programme.
- Educators are aware of the indicators of abuse, neglect and family violence, and combined with their knowledge of age appropriate behaviours are vigilant in maintaining children's wellbeing & safety.
- Educators understand that the key message about indicators is to identify patterns and clusters of behaviours and consult with the Director as the identified contact person for child protection, or in their absence, the Deputy Director and/or other Educators as appropriate.
- If notification is deemed necessary, Educators follow guidelines and procedures as set out in the *'Responding to Abuse & Neglect'* Education and Care Training, including notifying the Child Abuse Report Line Service (CARLS) by phoning 13 14 78 or <https://my.families.sa.gov.au/IDMProv/landing.html> and completing a printed copy of the DFE *Mandatory Notification Record*
- This information will remain strictly confidential within the staff team.

### **Supervision of Children Policy and Procedures:**

*To be employed at our Centre, Educators:*

- abide by the *Early Childhood Australia Code of Ethics* and The SA Public Sector *Code of Ethics*
- undergo and maintain current Department for Communities and Social Inclusion- working with Children Check
- hold and maintain a current HLTAID004 – Provide an emergency first aid response in and education and care setting certificate
- Educators with current approved qualifications will be on duty at all times and immediately available in an emergency. One Educator may hold one or more of the above qualifications
- are mandated notifiers and trained in *'Responding to abuse and neglect.'* We are committed as a profession to be responsive in areas of child protection, wellbeing and safety

- understand they will be allocated as Primary Caregivers to individual children on a daily basis. The intent is for children to form strong attachments to their primary caregivers and for those Educators to serve as the first port of call for other Educators, parents and guardians when enquiring after the child's routines, health or wellbeing
- have 'Duty of Care' for every child in their care. This is made clear through the *Sign in/out* sheet in the Childcare Service and the *Roll Book* and *Bus Rolls* in the Preschool Service
- are vigilant in their supervision of children, and within reason are aware of the location of each of their Primary Caregiving children at any given time
- will supervise children closely, including at meal and snack times, during sleep and routine times and during play. Educators are always in attendance both inside and out, to supervise children and to be there to help avert preventable accidents and incidents
- Whilst Educators need to be mobile when in the outdoor learning environment they also need to balance this with communicating with children, supporting and extending their learning and play. Collegiality with colleagues is encouraged to maximise team work and contribute to a friendly environment, however conversations that distract from the primary task of supervision and learning and care of children is discouraged

Staff have ready access to the fixed-line telephone in the office, and an intercom cordless system is available in the Childcare and Preschool rooms and office area. The Centre mobile phone (0417 887 234) is taken on excursions and for use in emergencies. Personal mobile phones will not be carried or used by Educators unless negotiated with the Director and/or Deputy Director in advance for extenuating circumstances.

Educators understand that health information and authorisations from parents and guardians (e.g. for medical treatment, transportation by ambulance and for excursions) are kept with the child's enrolment form in their personal file and on the Early Years System/SPIKE on the Administration computers.

### **Supporting Resources:**

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- *BCCC Vision, Values and Philosophy Statements*
- *Protective Practices for staff in their interactions with children and young people. Guidelines for staff working or volunteering in education and care settings*, Government of South Australia, Department of Education and Children's Services 2011, South Australia
- *Early Childhood Australia: Code of Ethics*, [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- SA Public Sector Code of Ethics Code of Ethics resources are available at: <https://publicsector.sa.gov.au/policies-standards/code-of-ethics/>
- The DFE policy *Child Protection in Schools, Early Childhood Education and Care Services* can be accessed at <http://www.DfE.sa.gov.au/speced2/pages/childprotection/legislationPolicies/>.
- 'Responding to Abuse and Neglect Education and Care' <https://www.education.sa.gov.au/working-us/responding-abuse-and-neglect-training>
- *Keeping Safe: Child Protection Curriculum Early Years Band: Ages 3-5*, Government of South Australia, Department of Education and Children's Services 2008, South Australia.
- SMART Training DFE Website: Child and Student Wellbeing
- *United Nations Convention on the Rights of the Child* mandate
- <https://rednose.org.au/>
- DFE procedure: Safe sleeping for infants and young children
- DFE policy: Smoke free

**Sources:**

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- DFE Behaviour Support Policy for Early Childhood Services; and Managing Children's Behaviour Early Childhood Resource
- DFE Bullying and Harassment at School: Advice for parents and caregivers
- DFE Child Protection: Guidelines for Schools, Preschools and Out of School Hours Care
- Australian Children's Education & Care Quality Authority, February 2018, **National Quality Framework Resource Kit**

**Policy last reviewed:**                      **Term 4 2019**

**Policy review due:**                      **Term 4 2020**

**Approval Signature:**