



PROVIDING A CHILD SAFE ENVIRONMENT

Standard 2.2. Every child is protected.

Klemzig Kindergarten and Occasional Care is a play-based learning service, therefore staff have a responsibility and duty of care to support the health, safety and wellbeing of children accessing the site, by taking reasonable care to protect from foreseeable harm, injury and infection.

Children's safety and wellbeing are paramount at Klemzig Kindergarten and Occasional Care and child safe culture, responsive relationships, engaging experiences and safe and healthy environment will be fostered in our work.

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for providing a child safe environment to minimise risk of harm and hazard to children attending education and care services

All site level decision-making should be carried out in accordance with the principles of providing a child safe environment policy.

Some examples are:

- All children attending our service are provided with a safe environment through the creation of a child safe culture and the site philosophy.
- Children's wellbeing is paramount, and children will be actively involved in decision-making to provide an environment that encourages them to reach their potential.
- Staff are aware of their roles and responsibilities to identify and respond child/ren at risk of abuse or neglect and follow Code of Conduct
- Reasonable precautions and adequate supervision by staff are provided to ensure children are protected from harm and hazard.
- Procedures to effectively manage incidents and emergencies are in place and regularly rehearsed, reviewed, updated and improved.
- Klemzig Kindergarten and Occasional Care staff and volunteers are advised of the existence and application of the current child protection law (or child safe standards, where applicable) and any obligations that they may have under that law
- As the Klemzig Kindergarten and Occasional Care program involves simultaneous use of indoor and outdoor environments, educators will effectively be rostered into these spaces so supervision in both environments meet required regulations.
- Confidentiality will be always respected and maintained and the matters about a child/ren will ONLY be discussed with other professionals who are responsible for ensuring the safety of all children UNLESS staff are instructed to do so by Incident Management Division.
- All staff, students and regular volunteers at Klemzig Kindergarten have up to date 'Responding to Abuse and Neglect' training. Staff have a legal responsibility to contact Child Abuse Report Line (CARL) where they suspect abuse has occurred.
- All staff will have a "Cleared" working with children check (WWCC) which will be certificate interrogated prior to the staff member working at Klemzig Kindergarten and Occasional Care.
- "Keeping Safe: Child Protection Curriculum" can be taught and Parents are made aware of the Keeping Safe: Child Protection Curriculum." Upon enrolment.

Considerations for supervision

Children of different ages and abilities will require different levels of supervision, privacy, and autonomy.

- Generally, the younger the children are in greater need for an adult to be close by to support and assist them. For young children, adequate supervision may involve children remaining near the adult who is supervising them.
- Supervision of children who are sleeping is monitored by an educator and aligns to the sites Rest and Sleep policy.
- For older children, it is important to balance the need for close supervision with respect for their age and developing independence.
- Supervision is facilitated by the physical design and maintenance of the premises (regulation 115), the supervision practices of educators (section 165), and educator ratios (regulations 122-124).
- This policy aligns with most Klemzig Kindergarten and Occasional Care site policies, reflective of the fact that children's health and safety are paramount.

Leadership will:

- Be the nominated supervisor of the site and take ultimate responsibility for ensuring all educators, administration, volunteers, preservice students and facilitators have the appropriate criminal history screening to work with children prior to working on site. When the nominated supervisor is not on site a Responsible person will be allocated and displayed in kitchen. This person is to have signed an agreement to say they are willing to carry out the role and know the site context prior to this agreement.
- Ensure all employees and volunteers have undergone Responding to Abuse and Neglect training and keep this training up to date. Leadership is also responsible for guiding and assisting staff who report incidents.
- Give careful thought to the participation and hiring of educators, administration, volunteers, preservice students and facilitators to ensure it is of best interest to the children's needs.
- Seek out contractors and facilitators recommended by the Department where possible.
- Regularly review and amend all site policies including those directly related to children's safety.
- Ensure, under the Education and Care Services National Regulations, that policies and procedures are in place in relation to the acceptance and refusal of authorisations (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170). Authorisations must be obtained from families or authorised nominees in relation to:
 - administering medication to children (regulation 92)
 - children leaving the premises in the care of the parent or the authorised nominee (regulation 99)
 - excursions, including transportation (regulation 102)
 - transport provided or arranged by the service (regulation 102D)
 - seeking medical treatment for children and transportation by an ambulance service (regulation 161).
 - Other legal requirements or quality practices may also involve authorisations, such as in relation to photos of children and privacy.
- Oversee all risk and hazard management at the site including supporting development of risk assessments and facilities management.
- Assist staff in linking families to services both on and off site.
- Follow Department critical incident procedures where applicable.
- Recommend EAP and support educators after CARL reports or communicating with vulnerable families.
- Report any situations where families have acted in an offensive or threatening manner on-site to IRMS and CARL if applicable.
- Be able to direct family members who are behaving in an offensive or threatening manner to leave the site (including direction to not return to the premises for 48 hours) or issue warning letters or barring notices.
- Liaise with SAPOL, the Education Director and the Conditions for Learning team if a family member has acted in an offensive or threatening manner while on-site.
- Where an intervention or custody order is in place, notify relevant staff about protected persons and conditions of order.
- Keep copies of intervention or custody orders (including updated copies) in the child's lockable file for access by relevant staff.
- If a protected person named in an intervention order is a child is enrolled, it must be flagged on the DfE database that they have an order in place
- Communicate with families with orders in place at determined intervals (after court dates etc.) to receive any updated details of order in place
- Oversee information sharing about children with appropriate services and authorities
- Seek out training for staff to continue developing their skills and knowledge of best practice.

All staff (educators, administration, volunteers, preservice students and facilitators) will:

- Undergo Working with Children Check screening every five years and ensure screenings are current.

- All teachers to undertake child protection curriculum training.
- Undergo Responding to Risks of Harm, Abuse and Neglect training when commencing work and update training as needed. Educators are responsible for reporting any incidents where a child may be at risk.
- Maintain confidentiality and only share information about children with appropriate permission (either from families, or where children are at risk, with Leadership) and upon completion of children learning and image being displayed, to be passed on to family and/or stored according to correct government confidentiality of records.
- Act in accordance and be familiar with the site's policies (and related DfE policies and legislation).
- Include in the curriculum experiences which teach children self-protecting behaviours, their right to personal safety and wellbeing and how to respect the safety and well-being of others. See Behaviour Guidance Policy for further information.
- Seek direction from Leadership in consultation with team leader and other support services if they feel a family or child is at risk.
- Ensure families are aware of our duty of care and how we teach children protective behaviours.
- Enact Authorisations must be obtained from families or authorised nominees in relation to:
 - administering medication to children (regulation 92)
 - children leaving the premises in the care of the parent or the authorised nominee (regulation 99)
 - excursions, including transportation (regulation 102)
 - transport provided or arranged by the service (regulation 102D)
 - seeking medical treatment for children and transportation by an ambulance service (regulation 161).
 - Other legal requirements or quality practices may also involve authorisations, such as in relation to photos of children and privacy.
- Complete appropriate risk assessment related to keeping child safe environments in a timely manner.
- Communicate policy to educators and ensure consistent implementation within their rooms.
- Undergo an induction and forward relevant documentation (RRHAN-EC, WWC check) before commencing on-site.
- Report any incidents or injuries to site Leadership so they can be reported through IRMS

Non-DfE Organisation Checklist for Operating Onsite

- will follow the above and:
- Provide liability insurance certificate of currency prior to running groups on-site
- Ensure contact details for children and families are available in case of emergency either via a booking sheet

Families will:

- Act in accordance with the sites Code of Conduct which they sight and sign upon enrolling their children.
- Act in accordance with all site policies when on site.

updated by Governing Council September 2023 - to be reviewed annually