



PROVIDING A CHILD SAFE ENVIRONMENT POLICY

(This policy forms part of our Child Safe Environment Policies)

POLICY STATEMENT

Lennox Head Community Preschool is committed to providing a child safe environment where the safety, rights, wellbeing and best interests of children are the paramount consideration in all decisions, actions and practices. The Preschool promotes a culture of child safety and wellbeing that supports children to feel safe, respected, valued, included and empowered. Children's rights, voices and participation are recognised and upheld across all aspects of the Preschool environment, including physical and online environments.

The Preschool recognises its responsibility to actively prevent harm, abuse, neglect, inappropriate conduct and hazards through effective supervision, risk management, professional conduct, child protection practices and responsive relationships with children and families.

PROCEDURES

The Preschool will:

- promote a culture where children's safety, wellbeing and rights underpin all operations and practices
- ensure all educators, staff, volunteers and students understand their child protection and child safety responsibilities
- ensure all educators, staff, volunteers and students complete required child protection and child safety training within legislated timeframes where applicable
- ensure all educators, staff, volunteers and students hold required Working With Children Checks and comply with legislative requirements
- ensure no child is subjected to inappropriate conduct, unreasonable discipline or corporal punishment
- ensure all children are actively supervised at all times
- ensure staffing arrangements comply with educator-to-child ratio and qualification requirements
- ensure the Preschool environment is free from tobacco, vaping devices, vaping substances, illicit drugs and alcohol
- ensure educators and staff are not impaired by alcohol or drugs while working with children
- maintain safe, clean and well-maintained indoor and outdoor environments
- conduct regular safety checks of equipment, buildings, furniture, resources and environments
- conduct and review risk assessments to identify and minimise hazards and risks to children's safety and wellbeing
- ensure hazardous products, chemicals, medications and dangerous items are securely stored and inaccessible to children
- ensure environments are arranged to facilitate effective supervision and safe movement of children
- ensure risk management practices are implemented for excursions, sleep and rest, medical conditions and emergencies
- ensure emergency and evacuation procedures are regularly rehearsed and reviewed
- ensure accurate attendance records and visitor records are maintained
- ensure children are not left alone with visitors, volunteers, students or contractors
- ensure all educators, staff, volunteers and students understand mandatory reporting obligations and child protection reporting procedures

- respond immediately to concerns, disclosures, allegations or indicators of abuse, neglect, inappropriate conduct or significant harm
- maintain confidential records relating to child protection concerns, incidents and complaints
- ensure complaints and concerns regarding child safety are managed promptly, respectfully and confidentially
- ensure children and families are supported to raise concerns or complaints safely
- ensure children participate in decision-making about their safety, wellbeing and environment where appropriate
- ensure safe and appropriate use of digital technologies and online environments
- ensure personal digital devices are not accessible while educators are working directly with children unless authorised under legislation
- ensure only authorised service devices are used to capture, store or transmit images of children where parental authorisation has been obtained
- ensure online safety and digital safety practices are embedded within the educational program and service operations
- provide induction, ongoing training and regular policy review opportunities for educators, staff, volunteers and students
- regularly review child safety practices, supervision arrangements, risk assessments and procedures to support continuous improvement.

ROLES AND RESPONSIBILITIES

The Approved Provider will:

- ensure obligations under the National Law and Regulations are met
- ensure children's safety, wellbeing and rights remain the paramount consideration
- ensure child safe policies, procedures, risk assessments and practices are implemented and reviewed
- ensure all educators, staff, volunteers and students complete required child protection and child safety training
- ensure Working With Children Check requirements and staffing records are maintained
- promote a culture of child safety and wellbeing across all service operations
- ensure safe use of digital devices and online environments
- ensure policies and procedures are accessible and followed.

The Nominated Supervisor or Responsible Person will:

- oversee implementation of child safe practices and procedures
- ensure educators, staff, volunteers and students understand child protection obligations and reporting procedures
- monitor supervision, staffing and risk management practices
- support educators and staff to uphold child safe practices
- respond appropriately to concerns, disclosures, incidents and complaints relating to child safety
- ensure required records, visitor records and incident documentation are maintained.

Educators, staff, volunteers and students will:

- follow all child safe policies and procedures
- actively supervise children at all times
- maintain professional and ethical conduct
- comply with child protection and mandatory reporting obligations
- immediately report concerns regarding children's safety, wellbeing or rights
- ensure children are treated with dignity, respect and inclusion
- follow digital safety and online safety procedures
- participate in required training, induction and policy review processes.

Families will:

- support the Preschool's child safe practices and procedures

- communicate concerns regarding children’s safety or wellbeing
- work collaboratively with educators and management to support child safe practices
- follow Preschool procedures regarding authorised collection, supervision and respectful conduct.

LEGISLATIVE REQUIREMENTS

- Education and Care Services National Law Act 2010
- Sections 2A, 162A, 162B, 165, 166, 166A, 167 and 175A–175J
- Education and Care Services National Regulations
- Regulations 82–84, 103, 115, 122–123, 128B, 128D, 128E, 145, 165–172, 175, 176B–176C, 179A–179B, 268 and 295
- Child Protection legislation
- Working With Children legislation
- Work Health and Safety Act 2011

(Reviewed annually with NQF and QIP)

Date last amended _____

President’s signature _____