

# Providing a Child Safe Environment Policy

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**Quality Area 2:** Children’s health and safety

**Element 2.2.1** – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

**Quality Area 3** – Physical Environment

**Element 3.1.1** – Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.

**Element 3.1.2** - Premises, furniture and equipment are safe, clean and well maintained

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## **POLICY STATEMENT**

Arabanoo is committed to providing a safe, healthy, and engaging environment for all children and young people in our care. We prioritise the welfare and protection of every child and young person, and our educators and management are aware of their legal responsibility as Mandatory Reporters to take action to protect and support children and young people who may be at significant risk of harm. We adhere to procedures regarding safe practices and comply with legislative requirements, including the child safe standards and the Education and Care Services National Regulations and Law. We ensure that children and young people are adequately supervised at all times, and reasonable precautions are taken to protect them from harm and hazards. We foster responsible relationships, provide engaging experiences, and maintain a safe and healthy indoor and outdoor environment. We conduct risk assessments and continually assess and manage risks to ensure the highest level of safety and wellbeing for all children and young people in our care.

## **BACKGROUND**

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.

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### CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/ documentation	Other
r82, r83, r84, r85, r86, r87, r89, r102 (A-D), r103, r104, r105, r106, r107, r108, r109, r110, r114, r115, r122, r123, r136, r155, r162, r165, r166, r167, r168(h), r170, r171, r172, r175 (d) (e), r176, r168.	2, 2.1.1, 2.1.2, 2.1.3 2.2, 2.2.1, 2.2.2, 2.2.3 3, 3.1.1, 3.1.2 4 5, 5.1.1	Staff handbook Staffing Policy Child Protection Policy Staff Orientation Policy	<ul style="list-style-type: none"> <li>• NSW Children and Young Person’s (Care and Protection) Act 1998</li> <li>• Commission for Children and Young People Act 1998</li> <li>• Child Protection (Prohibited Employment) Act 1998</li> <li>• Ombudsman Act 1974 (with relevant Child Protection Amendments)</li> <li>• NSW Department of Community Services Mandatory Reporting Guidelines</li> <li>• NSW Child Protection Interagency Guidelines (2006)</li> <li>• Legislation Amendment (Wood Inquiry Recommendations) Act 2009 No 13</li> <li>• My Time, Our Place V2.0</li> <li>• Child Safe Organisations - <a href="http://Childsafe.humanrights.gov.au">Childsafe.humanrights.gov.au</a></li> <li>• Kidsafe Australia – <a href="http://kidsafe.com.au">kidsafe.com.au</a></li> <li>• Cultural Safety and the National</li> <li>• Principles for Child Safe Organisations – <a href="http://childsafety.pmc.gov.au">childsafety.pmc.gov.au</a></li> </ul>
<b>Education and Care National Laws</b>	7 7.1.1, 7.2.1		
Section 162 (a) Section 165 Section 166 Section 167			

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## Child Safe Standards

1. Child safety is embedded in organisational leadership, governance, and culture.
2. Children participate in decisions affecting them are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child abuse are child-focused.
7. Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and Procedures document how the organisation is child safe.

## ENDORSEMENT BY THE SERVICE:

**Approval date:** Sept 2024

**Date for Review:** Sept 2026

## Policy History

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Michael Scheepers, May 2013.

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
3.0	12 August 2015	Cecile Thornley, Kerry Sinclair	Managing the facility  Storage	In regards to the new building	Kerry Sinclair 12 February 2016

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			Indoor environment		
4.0	30 April 2019	Rowan Friend & Stewart Dodwell	Split Policy from Procedure Standards	Split Policy from Procedure  Updated to the new NQS  Added Standard 3	Kate Sellick – 8 May 2019
5.0	March 2023	Katie Woods (KW OSHC Consulting)	Considerations	Addition of National Regulations not previously included Addition of references to the National Law Addition of Child Safe Standards Addition of National Quality Standards not previously included	Rowan Friend – 3 Sept 2024
			Policy Statement	Includes "young people" alongside "child" and "children" to e align with the updated MTOPP V2.0. The update includes reference to recruitment and induction of educators and staff, child protection practices and mandatory reporting, ongoing staff performance, and risk assessments, which	

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				were not present in the original statement.	
			Background	Reference to regulation which outlines the requirement of a policy and procedure for providing a child safe environment.	

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## PROCEDURES:

### Recruitment & Induction of Educators & Staff

We consider it essential for all our educators to have a clear understanding of the importance of child safeguarding before they join our service. To this end, we have incorporated child safeguarding processes into our recruitment and induction procedures for all staff members. By doing so, we can ensure that our educators are aware of our commitment to maintaining a safe and secure environment for the children in our care from the very outset of their employment.

### Recruitment of Staff & Educators

At Arabanoo we prioritise the safety and wellbeing of children in our care, which is why we have established a strong recruitment, screening and selecting process for hiring new educators. Our recruitment process is designed to ensure we hire educators based on skills, qualifications, and experience.

- Our job advertisements for roles within our OSHC service will include specific reference to the child safe standards to ensure that all potential educators are fully aware of their responsibilities to safeguard children.
- To ensure that we only hire the most suitable and qualified educators, we will vet all potential educators using a rigorous recruitment process that includes phone screening, interviews, and reference checks.
- We require that all educators working at our service provide a valid Working with Children Check prior to commencing employment. This is a mandatory requirement that helps us to ensure the safety and well-being of the children in our care.
- Prior to commencing work at our service, the Nominated Supervisor will verify the Working with Children Check of all educators to ensure that they have met this important requirement.

### Educator & Staff Induction Processes

To ensure that all educators are equipped to perform their roles effectively and safely, we will provide a thorough induction process that covers all essential information related to their job responsibilities.

- As part of the induction process, all educators will receive training on their duties as a Mandatory Reporter. This training will ensure that they understand their legal obligations to report any suspected cases of child abuse or neglect and how to make a report if necessary.
- All educators will be required to read our Child Protection policy and procedures to ensure that they understand our commitment to maintaining a safe and secure environment for the children in our program.

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- After reading the policy and procedures, educators will be asked to sign off to confirm their understanding. This sign-off will help us to ensure that all our educators are aware of our child protection policies and procedures and that they are committed to upholding them.
- More information regarding our recruitment and induction processes can be found in our Staff Orientation policy and Child Protection policy.

## Child Protection Practices & Mandatory Reporting

Management, educators, and staff will be made aware of their roles and responsibilities in identifying and responding to every child at risk of abuse or neglect.

### Mandatory Reporting

All Educators employed at Arabanoo are mandatory reporters and must, if they suspect on reasonable grounds, a child is at risk of significant harm, make a report. The following includes our processes in regard to mandatory reporting.

Educators are required to report to Community Services if they have current concerns about the safety or welfare of a child, in the following circumstances:

(a-b) Child is at significant risk of harm - Neglect:

- (a) Basic physical or psychological needs are not being met, or are at risk of not being met.
- (b) Parents/carers are unwilling or unable to provide necessary medical care, or to arrange for the child or young person to receive an education.

(c) Child is at significant risk of harm - Physical/Sexual abuse.

(d) Child is at significant risk of harm - Domestic violence.

(e) Child is at significant risk of harm - Serious Psychological harm.

(f) Child is at significant risk of harm - Prenatal report.

- Educators will undergo training in child protection and reporting as part of the training budget.
- Reports should be treated with strict confidentiality in adherence to the service's Confidentiality Policy and Procedures.
- Any educator who forms a belief, based on reasonable grounds, that a child is at risk of harm, should discuss their concerns with the Nominated Supervisor and/or the Responsible Person in charge of daily operation.
- The incident/s that led the educator to form the belief should be recorded concisely, include as much detail as possible, and be kept in a secure place to ensure confidentiality.
- The Nominated Supervisor/Responsible Person will assist staff in completing the online Mandatory Reporters Guide (MRG) via the Child Story Website to determine whether the report meets the threshold for significant risk of harm.
- If directed by the MRG to report to Community Services, educators should report their concerns to the Child Protection Helpline, specifically:

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- Mandatory Reporters phone 13 36 27
- Non-Mandatory reporters' phone 132 111
- When reporting to the Child Protection Helpline, it is important to have as much information as possible available regarding the child/children involved and any specific incident details. This might include child's information, family information, reporter details, and outcomes of the MRG.
- If the Nominated Supervisor has been advised to report to Community Services, but has not done so, educators are legally responsible to make the report.
- Once a report is made to the Child Protection Helpline, no further report needs to be made unless new information comes to hand.

Nominated Supervisors, responsible persons, and persons in day-to-day management are required to complete an approved Child Protection training course.

*More information on Mandatory Reporting and Child Protection practices can be found in our Child Protection policy.*

## Considerations for supervision

- Educators, as part of their professional development, undergo training around active supervision requirements.
- Educators will regularly reflect on supervision strategies to ensure they promote children's best interests.
- Environments will be organised in a way that facilitate adequate supervision.

## Ongoing Staff Performance

- Regular one-on-one meetings are held with the Approved Provider and/or Nominated Supervisor and educators to discuss performance and individual learning plans.
- Ongoing professional development, both internal and external, are encouraged by management for educators to participate in.

## Managing the Facility

### Security:

- Only supervisors and management staff will be given an alarm code to access the building and a code to access the lock hanging on the school hall wall.
- Extra keys will only be cut after agreement by the school and management, and a record made of where they are.



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- All monies and important documents will be kept in a lockable place and access will only be permitted by supervisors and management members.
- Educators will ensure that the building is left in a secure manner before leaving including all windows, cupboards, office, and other relevant areas are locked. All heating and lighting are off and all doors (2 office doors and 2 centre doors) properly secured. The hall and old centre need to be locked as well if no one else is using it. Educators will pull the blinds down to improve security. Educators will lock the sheds.
- Educators will inform the police and the PMC as soon as possible if there has been a break into the service of any kind.
- Contact details for the security business are listed on the alarm.
- Educators will remain at the service until the police arrive or advise educators on what to do.

## **Buildings, Equipment and Maintenance:**

- Equipment will be chosen to meet the children and young people's developmental needs and interests. There will be sufficient access to furniture, materials and developmentally appropriate equipment suitable for the education and care for each child.
- Service premises and all equipment and furniture will be maintained in a safe, clean condition and in good repair at all times.
- Children and young people will be provided with adequate, developmentally and age-appropriate toilet, washing and drying facilities. These will enable safe use and convenient access by children and young people.
- There must be no damaged plugs, sockets, power cords or extension cords.
- Electrical appliances shall be in good working order.
- All electrical outlets (power points) will be of an approved safety type, located out of reach of children, or covered with safety caps when not in use.
- Electrical circuit breakers will be installed and be maintained.
- Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.
- Management will develop a list of fully licensed and insured trades persons, which is made available to educators. This list will be reviewed on an annual basis.
- All contractors should have their own public liability insurance.
- The service and equipment will be regularly checked to ensure that they are in a good and safe condition, comply with relevant Australian Standards and have appropriate soft-fall surfacing maintained. Any damage is reported to the school for repair.
- Equipment will be regularly washed and cleaned.
- Recycled craft materials should be checked for potential hazards.

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- We ensure that all recycled materials offered to children are clean and safe to use, such as washing milk bottle lids prior to use. This will help to mitigate potential hazards and promote safe practices in using recycled materials in arts and crafts activities.
- Educators should ensure safe handling of all tools if used as part of any activity.
- Families will be encouraged to notify educators of any safety issues they observe.
- Anything that requires maintenance is to be reported to the Nominated Supervisor as soon as possible.
- Faulty equipment should be removed, or protection placed around any dangerous building sites.
- A maintenance log will be kept that records any maintenance that needs to be addressed.
- The maintenance book will record;
  - Type of problem
  - Date that it was observed
  - Who notified the Nominated Supervisor and when?
  - What was done to rectify the problem?
  - Date repaired
- For urgent repairs the Nominated Supervisor will organise a contractor to attend to the problem. The contractor will be chosen from a list that has been previously approved by the committee.
- Non-urgent repairs will be recorded in the maintenance book. The Nominated Supervisor will note this in their report and bring it to the attention of management at the next meeting. Management and the Nominated Supervisor will organise to rectify the problem.
- For major repairs a minimum of three quotes will be sought and reviewed by management who will make a decision on a further course of action. The Nominated Supervisor or someone who has been given a brief of what's required, may obtain the quotes.
- Maintenance reviews should be done as part of the Nominated Supervisor's report at each meeting.
- The Nominated Supervisor will also give a review of works completed by any tradesman employed, for future reference.
- It is the responsibility of management, once a problem has been raised, to ensure that it is rectified in the most efficient manner and that the service is safe for children, young people, educators and other stakeholders.
- Should the service be considered unsafe or as being a health risk, then the service will be closed, after notice has been given to all relevant stakeholders, until the problem has been rectified.
- The service will have an appropriate number of first aid kits that are suitable to the ages and needs of the children attending. The first aid kit will be well stocked and be easily recognised and accessible at all times.

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## Storage:

- Educators and management will ensure that all family records are kept in a nominated secure place, ensuring that records are kept confidential and not left accessible to others during the course of the daily operations.
- The storage system is arranged in a way that allows for easy access and organised storage of all equipment, and educators are responsible for keeping it clean, tidy, and safe.
- Where the storage room permits, a separate storage area will be available for sporting and large outdoor equipment to prevent clutter.
- Storage areas will be cleaned and tidied at least twice a year or when seen as necessary.

## Storage of dangerous substances and items

- To ensure the safety of children, the Approved Provider and Nominated Supervisor will provide secure and child-safe storage facilities for the following hazardous substances and items:
  - Medications
  - First aid equipment
  - Cleaning and other harmful chemicals
  - Dangerous instruments and implements such as gardening tools, work tools, knives, sharp objects, adult scissors, matches and lighters.
- All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid supplies and medications should be stored in a lockable cupboard at a site which is inaccessible to the children. Educators are responsible to ensure that these areas remain secure and that they do not inadvertently provide access to these items.
- When handling any chemical substance, Educators will:
  - Read the Material Data Sheet and follow the manufacturer's directions for use, storage, and first aid instructions on the label.
  - Use approved personal protective clothing and equipment such as gloves, aprons, goggles, masks, etc. when using chemicals.
  - Ensure that all chemicals stored or decanted are labelled with a description of contents, hazards, and precautions for use, and that any new container is suitable for the type of chemical being stored.
  - Never store chemicals in soft drink bottles or other food or drink containers.
  - Before using any cleaning product, spray or chemical, staff are to read the product label and be aware of appropriate first aid measures.
- Hazardous Materials/Maintenance/Repairs checklist will be updated regularly by Centre staff. Any reports of damage/repairs required will be raised at staff meetings. The Centre Director will record all reports of damage and required repairs to the PMC for action.

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- Cleaning and hazardous products are not to be stored next to food or where storage of these products may contaminate food.
- On initial orientation in the Centre all staff will be made aware of the location of any products/materials which may pose a danger to the children.
- Kitchen and other refuse areas will be provided with lidded facilities that are cleaned and emptied daily.
- Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, staff or others in the Centre will not be used or undertaken while the service is in operation.
- Aerosol cans such as spray paints etc. used for specific activities will only be used outside in a well-ventilated area and while using appropriate protective gear such as masks, goggles and gloves must be worn.

## **Material Safety Data Sheets:**

- All hazardous products in the Centre will have a Material Safety Data Sheet (MSDS) form. Forms should be completed at the time of ordering a hazardous product.
- MSDS forms for hazardous products/craft materials are to be filed alphabetically in the MSDS folder which is stored in a kitchen cupboard.
- As the storeroom also houses craft, sports and games equipment, a staff member must get these items, or alternatively supervise a child in obtaining them.

## **First Aid**

- First Aid equipment and medications will be stored in clearly labelled containers in a kitchen cupboard and inaccessible to the children.
- At least 4 First Aid Kits are clearly labelled and stored in the centre, inaccessible to the children and young people. A First Aid Kit is taken with an educator when outdoors activities are in progress and when walking the juniors to and from the Eastern Campus. No dangerous substances are to be placed in this first kit.
- A monthly check of the First Aid kits is to be carried out by a staff member: items that have expired must be disposed of appropriately. Replacement items are to be recorded on the blackboard on the order sheet in the office.

## **Toys and equipment:**

The safety and cleanliness of toys and equipment is of utmost importance. The following guidelines will be adhered to:

- All newly purchased equipment will be checked for safety prior to children having access to them

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- Toys and equipment will be appropriate to the age and development of the children.
- Damaged or broken toys and equipment will be repaired or replaced when they are discovered or will be removed from use until repaired.
- Toys and equipment will be cleaned regularly using water, detergent, and disinfectant.
- Play equipment and toys should be easily accessible to all children during the operating hours of the centre.
- Children and young people will show respect for the equipment and be expected to pack equipment away that they have used to avoid trip hazards. Educators will role model this behaviour.
- All equipment is to be neatly packed away at the end of each session.
- Craft equipment will be stored in a separate area; children and young people should ask permission before removing any craft equipment, such as paints and glues.
- All craft equipment is to be properly washed and cleaned before storage.
- Potentially dangerous items such as knives for cooking activities will be supervised by Educators. Such items will be removed from activity areas when not in use and stored appropriately.

### **Ventilation, temperature and natural light:**

- All heating and cooling systems will be of good quality and checked regularly to ensure safety and reliability.
- All heating and cooling systems and power cords will be kept in a safe area and away from children.
- Educators will take individual needs and specific activities into account when ensuring that heating, ventilation levels are comfortable.
- Should educators, children or families complain about the temperature in the service not being at a comfortable level, this matter will be drawn to the attention of management and steps will be made to address the problem.
- Adequate ventilation will be provided at all times. Windows will be properly maintained to ensure easy opening and protection from bugs and insects.
- Where activities involve toxic materials such as paints and glues, staff are to ensure there is adequate ventilation before undertaking the activity and educators must make sure to wear appropriate protection such as masks, goggles and gloves.
- Windows are to be opened during operation of the service unless closed to protect from the cold or extreme weather conditions.
- Natural light is considered to be most desirable. Provision of natural light areas will be enhanced as much as possible.
- In areas made available for children's homework or other fine detail, natural light will be made available where possible and good overhead lighting provided.
- Adequate light will be maintained both indoors and outdoors. A security light will be placed at the entrance to the service that clearly provides unobstructed view of the door and surrounding areas.

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- Outdoor lighting will be suitable so that parents, staff and children can enter and exit the building and the school grounds without any unsafe dark areas.

## **Pest Control:**

- Equipment and especially food items will be properly stored so as not to attract pests and vermin.
- Refuse bins and disposal areas will be emptied and cleaned daily.
- Kitchen, food preparation areas and storage will be cleaned and maintained daily.
- All areas will be checked daily for any signs of pests or vermin.
- Should any pests or vermin be identified then action should be taken to rid the centre of the problem by:
  - Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products.
  - Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation and preferably not in the presence of the children.
  - Other methods such as the employment of a pest control company if deemed necessary by management where the above methods have failed.
- If urgent, the Nominated Supervisor may obtain a contractor from management list to address the problem.
- If non urgent, the Nominated Supervisor will bring the problem to the attention of management in their report and management will decide on the appropriate course of action.
- All parents will be notified of any use of heavy-duty commercial chemicals.
- Any use of chemical products should only be conducted outside the hours of the children and educators' presence in the building.
- All action will be taken to remove the children, educators, families and visitors from the environment for as long as is safe and viable.

## **Managing the Indoor and Outdoor Environment:**

### **Indoor Environment:**

- The services' indoor environment will be smoke free
- The Nominated Supervisor will only enrol the number of children in the service, which can comfortably fit into the building space and in accordance with the National Regulations.

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- Where children are indoors for long periods due to weather conditions, special activities will be planned and other areas sought to disperse the group such as school hall (not available before school), a class room and the covered area near the canteen.
- Separate areas in the indoor environment will be provided for:
  - Signing children in/out of the centre.
  - Collection of fees, answering phones, and maintaining daily records.
  - Educators and parents to talk in confidence.
  - Storage of equipment, food, dangerous materials, and family records.
  - Preparation of food and drinks.
  - Kitchen and other refuse.
  - Cleaning of equipment.
  - Male and female toilet, hand basins and hand drying facilities.
  - Creative and other activities.
  - Large and small group activities.
  - Display of children's activities and work.
  - A space for children to retreat to, or do homework or lie down if unwell. Red comfy chairs are available for children to rest in if unwell.
- The indoor area is to be setup to allow children to participate in a variety of activities with easy access to equipment. Drawing paper and other materials will be made available to the children at all times.
- Easy access to areas should be maintained by making clear easily definable passageways and walkways through the building.
- Staff will ensure that children properly store their bags on the bag hooks and those bags and other items are not thrown into walkways or play areas.
- All items obstructing areas are to be removed and placed in the correct storage areas.
- Areas must be setup to ensure that proper supervision can be maintained at all times.
- Access to the outdoor environment should be clear and easily accessible by the children and staff.

### **Outdoor Environment:**

- The outdoor environment provides each child and young person, with at least 7 square metres of unencumbered outdoor space in compliance with National Regulation 108.
- The outdoor environment will be smoke free and where possible, no smoking notices will be prominently displayed.
- The outdoor space will be inspected daily for any obstacles or dangerous items and the hazard check will be recorded.
- Any hazardous items will be disposed of in a safe and careful manner prior to the children playing in the area.

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- The outdoor space will be set up in a variety of ways to encourage participation.
- Areas will be made available where children can play in large or small groups or by themselves.
- Supervision should be properly maintained. Children and young people are only to play in areas that are clearly visible to educators, and where child/educator ratios are maintained.
- Clear boundaries shall be set and enforced.
- When it is necessary to go outside the boundaries or line of supervision, an educator must accompany children.
- Adequate shade via trees and coverings will be maintained.
- As far as possible, activities will be set up in shaded areas.
- Use of other outdoor venues will be considered where access to the area is safe, adequate supervision can be maintained, the area is considered of value to the children and young people's physical development and personal comfort, and where adequate staff/educator ratios can be maintained.

### **Risk Assessments**

- A hazard audit is carried out every morning and afternoon before the service opens for the morning or afternoon session.
- During Vacation Care a hazard audit is carried out in the morning prior to children arriving. In the case of all children being off site at once, a hazard audit is carried out before the children arrive back at the service.
- Any hazards are noted on the daily audit and noted on the Report Log. Any hazards are also reported to the Nominated Supervisor or Responsible Person. All educators are made aware if necessary and the hazard reported to the school if not possible to fix in house.
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- Activity Risk Assessments are carried out on all activities and updated annually or when deemed necessary if beforehand. Activities or equipment that is deemed unsafe and offers no risk benefit to the children are not run/used.
- Risk assessments of our play spaces are developed, reviewed, and updated as required.



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### CONSIDERATIONS:

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## ENDORSEMENT BY THE SERVICE:

**Approval date:** Sept 2024

**Date for Review:** Sept 2026

### Procedure History

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Michael Scheepers, May 2013.

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
3.0	12 August 2015	Cecile Thornley, Kerry Sinclair	Managing the facility  Storage  Indoor environment	In regards to the new building	Kerry Sinclair 12 February 2016
4.0	30 April 2019	Rowan Friend & Stewart Dodwell	Split Policy from Procedure  Security  Building Equipment and Maintenance  Storage  Minor grammar throughout	Split Policy from Procedure  Changed approved educators to supervisors  Added damaged reported to the school  Removed shed install. Changed location of first aid kits.	Kate Sellick – 8 May 2019

## Providing a Child Safe Environment Policy

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5.0	June 2023	Katie Woods (KW OSHC Consulting)	Procedures	<p>Child Protective Practices</p> <p>Recruitment &amp; Induction of Educators &amp; Staff</p> <p>Child Protective practices &amp; mandatory reporting</p> <p>Considerations for supervision</p> <p>Ongoing staff performance</p> <p>Inclusion of Child Safe Practices</p>	Rowan Friend – 3 Sept 2024
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