



CHILD SAFE ENVIRONMENT POLICY

POLICY STATEMENT

We support the rights of the child to feel safe at all times. We develop and maintain a culture in which children feel belonging, value and empowered. We ensure staff act on behalf of the children at all times and ensure families have an open communicative relationship with the Centre.

PROCEDURES:

MANAGEMENT RESPONSIBILITIES:

All staff working with children including relief staff and volunteers will have a working with children check.

All children, Staff and families will be treated equally regardless of race, gender and culture.

Management will ensure that the staff are advised of current child protection legislation, its application, and any obligations that they may have under that law (Regulation 84)

All educators, staff, contractors, volunteers and students, will hold a Working with Children Check (except for individuals under the age of 18)

When recruiting staff we conduct interviews and reference checks with a strong focus on child protection and safety.

We ensure that volunteers, students, families and other visitors to Holy Name are not left alone to supervise children. All visitors sign in to the visitor's book. We have policies and procedures for reporting suspected child abuse and management of complaints.

Ensuring educators, staff, contractors, volunteers and students undertake appropriate training and education on child protection.

Maintain relationships with schools, community and allied health services and other professionals who support children and their families.

Ensure children are adequately supervised and that educator-to-child ratios are maintained at all times.

Ensure audits are in place and that they are reviewed that check that the physical environment at Holy Name is safe, secure and free from hazards for children.

Maintain all equipment and materials used at the service ensure that they comply with Australian safety standards.

Display, Implement and practice emergency and evacuation procedures at least every three months, ensuring one in the holidays and in each term time.
Inform, facilitate and review the policy and procedures in place for the safe delivery and collection of children.

Will engage cleaning services, gardening and maintenance, pest control (Rentokil) and termite checks.

Make sure that cupboards that contain potentially dangerous products are clearly labelled and have child-proof locks.

STAFF:

Maintain confidentiality at all times.

Will ensure the physical environment at the service is safe, secure and free from hazards for children.

Conduct risk assessments for excursions and other high risk play.

Staff will not subject a child to any form of corporal punishment, or any discipline that is unreasonable or excessive.

When setting up learning environments staff allow sufficient space, and include carefully chosen and well-maintained resources and equipment to ensure a safe environment.

All smartphones, tablets, watches and any other related technologies are not to be used for communication while children are attending the centre. In the instance where families need to speak with their child we request that they contact the centre directly. All contact with children must be supervised to ensure their safety while in our care.

All rooms will take their device outdoors with TEAMS on it for communication calls.

Are responsible for maintaining a clean environment and removing any tripping or slipping hazards as soon as they become apparent.

Conduct daily checks of the building, ensure all children are signed out of the service, doors and windows are closed and locked, and appliances are switched off etc. A written record of the daily check should be kept, signed by an educator and filed for future reference

-Include protective behaviours education to children in the programme. Staff support children to talk about events and situations.

-Children are adequately always supervised Staff working with children, will be within sight and sound of other staff at all times.

-Head counts and roll calls will be carried out and documented on template, also where the child is located during these calls.

Relaxed physical contact and one to one interactions will be provided for babies and toddlers as required.
Ensure the physical environment is safe, secure and free from hazards or potential ones.

FAMILIES:

Inform the Centre of any concerns, in relation to potential for child abuse,

Follow the CEWA, School and service, Code of Conduct

Families must complete the enrolment form including details of authorised nominees, and permission forms for excursions and administration of medication.

Upon enrolment families must inform the service of any court order relating to the child and family.

Make sure that the service has been notified of a court order prohibiting an adult from contacting an enrolled child, such contact does not occur while the child is on the service premises

Amendments: Addressed safety concerns relating to new technologies

NQS - Quality Area 5, 2,
Child safety Australia: www.childsafetyaustralia.com.au/
Working with Children (WWC) Check: www.justice.vic.gov.au/workingwithchildren

Date Written: January 2017

Review date: January 2021

Review date: January 2022 – researching on how we can include child wellness in our curriculum including, kids safe, CEWA child safe

Review date: January 2023