

CURIOSITY

Early Learning Centre

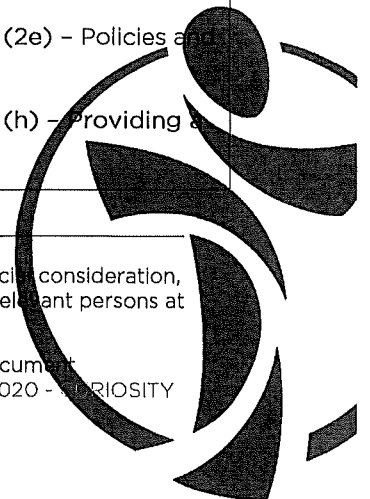
Child Safe Environment Policy

Publication Date:	January 2020
Review Date:	September 2022
Policy Officer:	Jacqui Gliddon – ELC Director
Related to National Quality Framework (Law and Regulations & National Quality Standards)	<p>Children’s Protection Act 1993</p> <p>Children and Young People (Safety) Act 2017</p> <p>Child Safe Environments: Department of Education</p> <p>Child Safety (Prohibited Persons) Act 2016</p> <p>Child Safety (Prohibited Persons) Regulations 2019</p> <p>Education Act 1972</p> <p>Education and Care Services National Regulation 82 – Tobacco, drug and alcohol-free environment.</p> <p>Education and Care Services National Regulation 84 – Awareness of child protection law.</p> <p>Education and Care Services National Regulation 103 – Premises, furniture and equipment to be safe, clean and in good repair.</p> <p>Education and Care Services National Regulation 104 – Fencing.</p> <p>Education and Care Services National Regulation 105 – Furniture, materials and equipment.</p> <p>Education and Care Services National Regulation 106 – Laundry and hygiene facilities.</p> <p>Education and Care Services National Regulation 109 – Toilet and hygiene facilities.</p> <p>Education and Care Services National Regulation 115 – Facilities designed to facilitate supervision,</p> <p>Education and Care Services National Regulation 155 – Interactions with children.</p> <p>Education and Care Services National Regulation 162 – Health information to be kept in enrolment record.</p> <p>Education and Care Services National Regulation 168 (2e) – Policies and procedures in relation to emergency and evacuation.</p> <p>Education and Care Services National Regulation 168 (h) – Providing a child safe environment.</p>

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	<p>Education and Care Services National Regulation 171 – The approved provider of an education and care service must ensure that copies of the current policies and procedures required under regulation 168.</p> <p>Work Health and Safety Act 2012</p> <p>National Quality Standard 2 – Children’s Health and Safety 2.2 – Safety – Each child is protected. 2.2.1 – Supervision – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. 2.2.2 – Incident and emergency – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. 2.2.3 – Child protection – Management, Educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse and neglect.</p> <p>National Quality Standard 5 – Relationships with Children 5.1.1 – Positive Educator to child interactions – Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included. 5.1.2 – Dignity and rights of the child – The dignity and rights of every child are maintained.</p> <p>National Quality Standard 7 – Governance and Leadership 7.1.2 – Management systems – Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>
<p>Related Policies, Guidelines, Standards and Frameworks</p>	<p>Early Years Learning Framework Learning Outcome 1 – Identity – Children have a strong sense of identity. 1.1 – Children feel safe, secure and supported. * Children have the right to establish and maintain respectful, trusting relationships with other children and Educators to support a safe environment where conversations and action can be taken.</p> <p>Learning Outcome 2 – Community – Children are connected with and contribute to their world. 2.1 – Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.</p> <p>Learning Outcome 3 – Wellbeing – Children have a strong sense of wellbeing. 3.2 – Children take increasing responsibility for their own health and physical wellbeing. * Show increasing independence and competence in the safety for themselves and others within their interactions at the ELC.</p> <p>Learning Outcome 4 – Learning – Children are confident and involved learners. 4.4 – Children resource their own learning through connecting with people, place, technologies and natural and processed materials. * Provide experiences that involve children in the broader community and environment beyond the early childhood setting that supports the understanding of safe practices and caring for oneself.</p> <p>CURIOSITY ELC Arrival and Departure Policy CURIOSITY ELC Child Protection Policy CURIOSITY ELC Excursion Policy CURIOSITY ELC Staffing Arrangements Policy</p>

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	CURIOSITY ELC Interactions with Children, Families and Staff Policy CURIOSITY ELC Physical Environment Policy CURIOSITY ELC Supervision Policy CURIOSITY ELC Work Health and Safety Policy CURIOSITY ELC Sun Safety Policy CURIOSITY ELC Animal and Pet Policy CURIOSITY ELC Water Safety Policy CURIOSITY ELC Safe Storage of Hazardous Chemicals Policy Good Shepherd Lutheran School - Child Safe Policy Good Shepherd Lutheran School - Child Safety Code of Conduct
Policy Officer Phone:	School: 8264 7966 ELC: 7127 2820
Policy Sponsor:	David Wilksch (GSLs, School Principal)
Applies to:	CURIOSITY Early Learning Centre at Good Shepherd Lutheran School, Para Vista
Key Words:	Emergency, management, duty of care, lock in, fire evacuation, procedure, areas of responsibility, first aid kit, natural disaster.
Definitions:	NQS - National Quality Standards EYLF - Early Years Learning Framework ELC - Early Learning Centre GSLs - Good Shepherd Lutheran School Staff Team - All rostered Educators and volunteers WWCC - Working with Children's Check
Status:	Active - 10/01/2020
Version	1.0
Policy Approved:	Approved by: GSLs Management Representative Name: <u>DAVID WILKSCH</u> Signature: <u>[Signature]</u> CURIOSITY ELC Director Name: <u>Jacqui Gliddon</u> Signature: <u>[Signature]</u> Date: <u>10.1.2020</u>
Review Period:	3 Years

Version Control

Version	Action:	Date:
Policy .v1	Endorsed	10/01/2020

Policy Statement

At CURIOSITY ELC, a culture of safety and wellbeing is promoted to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging.

The United Nations Convention on the Rights of the Child (UNCR) outline that children and young people have a right to be safe and cared for, no matter where they are or who they are with.

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Children have the right to be protected from violence, abuse or neglect. When working with children and young people, it is important to understand children's rights and needs.

We hold great responsibility in the area of child safety and are advocates for children in this area by establishing and maintaining a child safe environment. CURIOSITY ELC, aligns itself to the 'Child Safe' and 'Child Safety Code of Conduct' Policy of Good Shepherd Lutheran School. This policy and 'Child Protection' Policy for the ELC is published on our website for the community as they are highly valued and underpin all we do at the Centre.

Aim

CURIOSITY Early Learning Centre places suitable measures and procedures in place to protect the health and safety for all children, employees, families and visitors attending the ELC.

Our ELC has a legal and ethical responsibility to provide a safe and friendly environment where all children are respected, valued and encouraged to reach their full potential. Children's safety is paramount, and we aim to take all practical steps to protect children from harm, ensuring a healthy and safe environment. Our ELC provides children and staff with an environment free from the use of tobacco, alcohol and illicit drugs.

This policy aims to:

- Identify the qualifications of staff and volunteers who work with children.
- Specify the legal obligations of the staff and volunteers who work with children.
- Identify the risks within the ELC and procedures in place to manage those risks effectively and to maintain a safe environment for children.
- Specify the authorisations required for the arrival and departure of the children at our ELC.

The Education and Care Services National Law Act 2010 requires that Approved Provider/Nominated Supervisor/co-ordinators take reasonable care to protect children from foreseeable risk of harm, injury and infection. Therefore, this policy applies to staff, parents and children of CURIOSITY Early Learning Centre.

Implementation Responsibilities

The National Law requires Management to ensure all children being educated and cared for are adequately supervised and every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. Our focus is to build a child safe environment which is reflected in our ELC policies and procedures and understood and practised by all Educators and staff.

Working with Children Check

Working in conjunction with the Child Protection Act and National Regulations, the safety, welfare and wellbeing of children is paramount within our Service and Community. A Working with Children Check (WWCC) is a requirement for people who work in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

The result of a Working with Children Check is either a clearance to work with children and is valid for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

Management is responsible for the periodic review and maintenance of up to date records of employees' Working with Children Check, including the Working with Children Check number and the date on which each clearance expires. Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current. The WWCC will be placed in the individual's file and continue to be updated as required.

[Primary Policy - Staffing Arrangements Policy]

Child Protection

Children and young people always have a right to be safe and protected. All Educators and management have a legal and moral duty to protect children from harm. It is essential when working with children to be aware of indicators of harm and be able to recognise and report concerns regarding suspected harm or protection concerns. Staff are given information and training about child protection law and any obligations they have under that law at their induction. To comply with

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legislation and provide a child safe environment, Educators will keep up to date with child protection requirements and adhere to our Child Protection Policy. (Reg 84).

Nominated supervisors and persons in day-to-day charge must complete a course in child protection approved by the Regulatory Authority on an annual basis. All staff must refresh their knowledge about mandatory reporting each year.

In addition to this, each staff member and volunteer must complete the online training course, 'Valuing Safe Communities' set out by the Lutheran Education system to ensure that the priorities of child protection within this denomination is recognised as being highly valued. Modules from this training is reviewed annually at staff orientation training.
[Primary policy – Child Protection Policy]

Child protection – Allegations Against Employees

To protect children and ensure their safety, welfare and wellbeing, management is responsible to report allegations or convictions of child abuse and child related misconduct by any staff member to Child Protection Hotline 131 478.

[Primary policy – Child Protection Policy]

Safety Checklists

Regular safety checks maintain basic standards of safety within our Service. Educators will complete the following daily checklists to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child:

- Outdoor Learning Space
- Indoor Learning Space
- Equipment and Play Resources
- Bathroom, Laundry and Nappy Change Room (Hygiene and Supplies)

Any findings that require attention will be either dealt with immediately or submitted into the maintenance book depending on priority.

[Primary policy – Health and Safety Policy]

Storage of Hazardous Materials and Chemicals

We reduce the risk of harm to children and Educators by using eco-friendly products. Our Service will endeavour to provide a safe environment where necessary chemical and hazardous equipment is safely stored away from children and handled appropriately.

Management and Educators will keep a register of hazardous chemicals used at the Service, including Safety Data Sheets.

To maintain a safe environment for children, the following audits and checklists are conducted:

- Hazardous Chemical Audit (safe storage)
- Poison Audit (safe storage)
- Medication Audit (safe storage, accessibility and in date)

[Primary policy – Safe Storage of Hazardous Chemicals Policy]

Equipment, Furniture and Maintenance Records

There are several factors that can contribute to a hazard, such as a deprived program, insufficient supervision and dilapidated equipment. To ensure a child safe environment free from hazards, we have implemented practices and continue to monitor our ELC policies and procedures that uphold Australian Safety Standards.

The premises and all equipment and furniture used within the ELC are audited to ensure all aspects are safe, clean and in good repair. We understand that hazards are specific to developmental stages and our Educators are aware that toys and equipment need to be checked to ensure they are safe and developmentally appropriate for children. Regular checks occur within the Service to ensure that all toys, furniture and equipment are in good condition and working order. These checks include:

- Weekly cleaning and sanitisation of all toys, resources and display cupboards.
- Maintenance records are viewed at the end of each day to action according to urgency. This record is part of the ELC's Quality Improvement Plan.

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[Primary policy – Health and Safety Policy]

Risk Assessment and Tool

It is a legislative requirement that Management and Educators implement a risk management system where they identify and manage hazards and risks within the workplace to ensure a child safe environment.

The key principles of risk management include:

1. Identifying all hazards in the workplace
2. Assess the risk of each hazard
3. Control or manage the risk
4. Monitor and improve safety

It is the responsibility of all staff and Educators at the ELC to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/incursion.

Children's safety must be incorporated into everyday practice within the service.

Common hazards within the Service which may require a risk assessment include:

- Cross-Infection and infectious disease
- Administration of medication
- Anaphylaxis procedures and management
- Building and equipment (including storage)
- Inadequate space for conducting activities and experiences
- Hazardous chemicals
- Electrical appliances
- Food preparation and storage
- Environmental influences such as shade, noise etc
- Sun safety
- Children's behaviours
- Water safety
- Fire equipment
- Pets and/or animals
- Inadequate supervision of children
- Children's activities and experiences
- Work Health and Safety such as manual handling (eg: safe lifting children from cots and highchairs)
- Non-compliance risk
- Hot drinks

To maintain a child safe environment, we will adhere to ELC policies and procedures and conduct the following checklist and audits:

- Excursion and Incursion Risk Assessment
- First Aid Audits each term
- Fire Equipment Audit each year
- Medicine Audit on each child every term to ensure medication is in date
- Sun Safety Checks done daily to UV ratings and shade provision
- Building and Equipment Maintenance checks done every term

[Primary policy – Incident, Illness, Accident, and Trauma Policy]

Arrival and Departure Authorisation

National Regulations require our ELC to keep a record of children and visitor's arrival and departures, with the signatures of the person responsible for verifying the accuracy of the record and the identity of the person collecting the child.

Educators will work in collaboration with our Arrival and Departure Policy and Student and Visitors Policy to ensure children feel safe and secure.

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To ensure children's safety, Educators have a clear understanding of their legal obligation to check identification when a person is collecting a child. To maintain compliance, parents and Educators will complete an 'Authorisation to Collect' form if they authorise a person who is not on their emergency contact form to pick up their child. If this is not possible, verbal permission must be given with the 'authorised persons' address given and to be sighted on their Drivers License or other form of identification.

[Primary policy - Arrival and Departure Policy]

References

ACECQA National Quality Standards Website - <https://www.acecqa.gov.au/nqf/national-quality-standard>

ACECQA Guide to the National Quality Framework Resource - <https://www.acecqa.gov.au/sites/default/files/2019-10/Guide-to-the-NQF.pdf>

Australian Government Department of Education and Training, BELONGING, BEING & BECOMING, The Early Years Learning Framework.

Australian Government - Emergency Services: <http://www.australia.gov.au/information-and-services/public-safety-and-law/emergency-services>

Child Protection (Working with Children) Act 2012

Children's Health and Safety - An analysis of Quality Area 2 of the National Quality Standard

Department of Education NSW Providing a child safe environment
<https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures/providing-a-child-safe-environment>

Early Childhood Australia Code of Ethics (2016)

Fire Protection Association Australia: www.fpa.com.au/

Fire System Services: <http://www.firesys.com.au/Fire-Extinguisher-Service-and-Maintenance-pg14686.html>

Guide to the National Quality Standard. (2017), accessed 17/11/2019,
<https://www.acecqa.gov.au/sites/default/files/2019-10/Guide-to-the-NQF.pdf>

The Australian Human Rights Commission and Early Childhood Australia - Supporting young children's rights statement of intent (2015-2018).

United Nations Convention of Rights of the Child, (1989). (UNCRC)

Work Health and Safety Act 2011.

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CURIOSITY Early Learning Centre Standard Collection Notice

1. CURIOSITY Early Learning Centre (ELC) collects personal information, including sensitive information, about children and parents or guardians before and during a child's enrolment at the ELC. The primary purpose of collecting this information is to enable the ELC to provide educational services for your child that meet National Quality Standards. Allied to this, information will also be used for enrolment and administrative purposes.
2. Some of the information we collect is to satisfy the ELC's legal obligations, particularly to enable the ELC to discharge its duty of care.
3. Laws governing or relating to the operation of ELC's require that certain information be collected. These include relevant Public Health and Child Protection laws.
4. Health information about children is 'sensitive information' within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act*. We may ask you to provide medical information and reports about your child to inform our practice and ensure your child's medical needs are met to the best of our ability.
5. The ELC, as required, either by law or as appropriate for proper discharge of our duties, will disclose personal and sensitive information to others for administrative and educational purposes. This includes disclosure to other schools, government departments, medical practitioners and people providing services to the ELC, including specialist visiting teachers, sports coaches and volunteers and counsellors.
6. Personal information collected from children is regularly disclosed to their parents or guardians. On occasions, information and photos regarding learning journey's and other achievements, activities and similar information is published in the ELC iNewsletters, online platforms such as Storypark, Good Shepherd Lutheran School iNewsletters, website and, magazines. The ELC will obtain separate permissions from the children's parent or guardian prior to publication of photographs or other marketing avenues through the School Enrolment Form.
7. The ELC may store personal information in 'the cloud' which may mean that it resides on servers which are situated outside of Australia.
8. Parents or guardians may seek access to personal information collected about them by contacting the Director of the ELC. There will, however, be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the ELC's duty of care to the student, or where children have provided information in confidence.
9. The ELC's Privacy Policy also sets out how you may register a complaint about a breach of privacy and how the School will deal with such a complaint.
10. The ELC also, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the ELC's fundraising activities solely for that purpose. We shall not disclose your personal information to third parties for their own marketing purposes without your consent.
11. If you provide the ELC with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the ELC and why. The ELC does not usually disclose this information to third parties unless permission is granted.

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