

CHILD SAFE ENVIRONMENT POLICY

Our Family Day Care (FDC) Service is committed to the safety, wellbeing and support of all children and young people. Management, staff, educators and volunteers take every reasonable precaution to protect children in our care and treat all children with the utmost respect and understanding at all times. We are dedicated in promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability

Our FDC Service embeds the new Child Safe Standards (VIC) [effective July 2022] and promotes a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children’s sense of security and belonging.

We acknowledge that staff within an early childhood service are in a unique position to monitor behavioural and emotional changes, physical injuries, and the general wellbeing of a child due to the development of safe environments and trusting relationships with children and families. Our Family Day Care educators are trained to identify signs and behaviours that may indicate child abuse and thoroughly understand their obligations and responsibilities to respond to incidents, disclosures or suspicions of child abuse as mandated reporters.

Our FDC Service takes a ‘zero’ tolerance approach to child abuse and are committed to raise awareness about the importance of child safety in our environment and the community.

‘Keeping children safe is everyone’s responsibility.’

Victoria State Government- Education and Training (2019).

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 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 management	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 or neglect.
QUALITY AREA 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.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS and NATIONAL LAW	
82	Tobacco, drug and alcohol-free environment
84	Awareness of child protection law
102(A-D)	Transportation of children (risk assessments and authorisations)
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
115	Facilities designed to facilitate supervision
122	Educators must be working directly with children to be included in ratios
136	First aid qualifications
155	Interactions with children
162	Health information to be kept in enrolment record
165	Record of visitors
166	Children not to be alone with visitors
167	Record of service's compliance
168 (h)	Education and care services must have policies- Providing a child safe environment
170	Policies and procedures to be followed
S162 (A)	Persons in day-to-day charge and nominated supervisors to have child protection training

S165	Offence to inadequately supervise children
S166	Offence to use inappropriate discipline
S167	Offence relating to protection of children from harm and hazards
358	Working with children check to be read

OTHER RELEVANT LAWS

Education and Training Reform Act 2006- Child safe standards- Managing the risk of child abuse in schools. Ministerial Order No. 870
The Commission for Children and Young People Act 2012
Failure to Disclose 2014
Failure to Protect 2015
The Charter of Human Rights and Responsibilities Act 2006 (Vic)
Working with Children Act 2005 (Vic)
Child Wellbeing and Safety Act 2005 (Vic)
Family Law Act 1975
Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
Children Youth and Families Act 2005 (Vic)

PURPOSE

Our FDC Service has a legal and ethical responsibility to provide and maintain a child safe organisation where all children are safe, respected, valued and encouraged to reach their full potential. Children's safety and wellbeing is paramount, and we aim to take all practical steps to protect children from harm, ensuring a healthy and child safe environment. Our FDC Service ensures FDC educators provide children and visitors with an environment free from the use of tobacco, alcohol and illicit drugs.

SCOPE

This policy applies to the Approved Provider, Coordinator, educators, educator assistants, children, families, and visitors (including contractors) of the Family Day Care Service.

IMPLEMENTATION

Under the Education and Care Services National Regulations the approved provider must ensure that policies and procedures are in place for providing a child safe environment and take reasonable steps

to ensure those policies and procedures are followed. (Regulation 168, Regulation 170). 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 FDC Service policies and procedures and understood and practiced by all FDC educators and staff.

OUR COMMITMENT TO CHILD SAFETY

Our FDC Service is committed to safety and wellbeing of all children and young people. We understand our responsibilities and statutory duty of care to comply with both the Victorian New Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse. We have a dedicated *Child Safety and Wellbeing Policy* which explains our organisation's approach to meeting the Standards.

Our FDC Service has a zero tolerance to child abuse, and we are committed to the safety, participation and empowerment of all children. We promote diversity and tolerance and aim to form equitable and positive relationships with children. We ensure children participate in decisions affecting them and listen and respect their suggestions and ideas. We respond to any concerns, disclosures, allegations or suspicions of harm.

Our FDC Service strongly opposes any type of abuse against a child and endorses high quality practices in relation to protecting children. All FDC educators and staff understand their roles and responsibilities in protecting children from abuse and neglect and maintain up-to-date knowledge of child protection law (Reg 84). FDC educators and staff will undertake child protection awareness training annually and whenever significant changes are made to the child protection law or reporting requirements. FDC educators and staff will comply with our Code of Conduct at all times.

RECRUITMENT

Our FDC Service maintains a rigorous and consistent recruitment, screening and selection process to ensure the best staff possible based on skills, qualifications, experience and suitability for the position available. All engaged FDC educators participate in robust interviews and have reference checks completed to ensure the applicant's suitability to the role, previous experiences and their commitment to child safe values and practices. All FDC educators and staff are provided with a comprehensive induction process which outlines our Code of Conduct, current policies including Child

Protection, Child Safety and Wellbeing, Reportable Conduct Scheme, Childrens Health and Safety Policy and other related policies to ensure a child safe environment.

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 FDC 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. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

The Approved Provider or Nominated Supervisor will ensure they have read each person's Working with Children Check before engaging educators, staff or volunteers in the Service. 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.

CHILD PROTECTION

Children and young people always have a right to be safe and protected. To comply with legislation and ensure a child safe environment, educators are required to complete annual child protection training and other relevant professional training to ensure they understand that *child safety is everyone's responsibility*.

All educators and staff are mandatory reporters and must make reports if they suspect on reasonable grounds, a child is at risk of significant harm. All educators and staff are provided with up-to-date training about child protection law and their obligations under this law and to ensure they are confident in following the reporting guidelines within Victoria and adhere to our Awareness of child protection law and steps for reporting policy.

Through continual education and training, educators and staff are equipped with the knowledge, skills and awareness to keep children safe. Training gives educators and staff confidence to identify, respond and report child abuse.

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. Educators are all also required to complete

a child protection course every 12-18 months. New educators should complete a child protection course within 3 months of starting work.

REPORTABLE CONDUCT SCHEME

The Reportable Conduct Scheme seeks to improve organisation's responses to allegations of child abuse and neglect by their employees and volunteers. The Approved Provider must notify the Commission for Children and Young People (the Commission) about any allegations of misconduct involving a child. Reportable conduct applies to all employees, engaged educators, volunteers, students (over the age of 18) and contractors at our FDC Service.

Our FDC Service will ensure an appropriate level of confidentiality of information relating to the reportable allegations as per the Children's Guardian Act 2019. We take our legislative responsibilities as part of the Reportable Conduct Scheme seriously and will respond to any reportable allegation or conviction against employees or volunteers that may arise.

PHYSICAL ENVIRONMENT – SUPERVISION AND SAFETY CHECKLISTS

Children's safety is embedded in our day-to-day practices. We ensure FDC educators provide effective and adequate supervision of children at all times. Educators will employ 'active supervision' strategies within the environment and when participating in excursions or transporting children. Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision.

Sleeping infants and toddlers will be closely monitored at regular intervals and will always be within sight and hearing distance of the educator so a child's breathing, and the colour of their skin can be monitored.

Through conducting risk assessments, FDC educators assess and manage risks in the physical environment collaborating with children to develop behaviour guidelines for play including adventurous play to ensure their safety. FDC educators have a sound understanding of their duty of care and responsibilities in ensuring a child safe environment. Educators residence is also checked for by coordination staff for safety and appropriateness at each monitoring visit, as well as during annual home safety assessments.

FDC educators conduct regular safety checks to maintain basic standards of safety within their residence and/or approved venue. We believe that child safety is a shared responsibility at all levels within our Service. Children are encouraged to speak up about their safety and the safety of their friends by telling the educator if they feel unsafe in a particular situation or environment.

FDC educators will follow daily checklists to assist in inspections of both indoor and outdoor physical environments, where foreseeable risks may be evident and cause harm or injury to a child.

Any findings that require attention will be either dealt with immediately. Educator is required to inform the service if there are any major safety concerns that can not be address immediately, we will guide the educator on the appropriate action to take.

STORAGE OF HAZARDOUS SUBSTANCES

We reduce the risk of harm to children and educators by using eco-friendly products. Our FDC educators endeavour to provide a safe environment where necessary chemical and hazardous equipment are safely stored away from children and handled appropriately. Cleaning chemicals are kept in their original containers and out of childrens reach.

To maintain a safe environment for children, the following audits and checklists are conducted: Home Visit Record, Home Safety Checklist, Educators Daily Checklist, Outdoor Play Area Checklist, Medical conditions audit, Bushfire prone area audit, Immunisation update audit, WWC audit, Educators First Aid and CPR audit, Transportation Risk Assessment, Excursion Risk Assessment.

EQUIPMENT, FURNITURE & MAINTENANCE RECORD

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 Service policies and procedures that uphold Australian Safety Standards.

The premises and all equipment and furniture used within each FDC residence and/or approved venue are audited to ensure all aspects are safe, clean and in good repair as part of the annual assessment. We understand that hazards are specific to developmental stages; FDC 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 each FDC residence and/or venue to ensure that all toys, furniture and equipment are in good condition and working order.

RISK ASSESSMENT & RISK ASSESSMENT TOOL

It is a legislative requirement that Management and FDC 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 or potential hazards in the service/residence/venue
2. Assess the risk of harm or potential harm for each hazard
3. Control or manage the risk – Risk Rating Matrix
4. Monitor and improve safety – Risk Assessment Action Plan
5. Evaluate and Review

It is the responsibility of FDC educators to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/incursion or any transportation of children. Risk assessments must be approved by the Coordinator/Nominated Supervisor. Children's safety must be incorporated into everyday practice. Common hazards 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 (e.g., safe lifting children from cots and highchairs)
- non-compliance risk
- hot drinks
- transportation of children (regular outing and regular transportation)
- excursions

To maintain a child safe environment, we will adhere to Service policies and procedures, as well as following daily checklists for indoor safety and outdoor safety.

EMERGENCY AND EVACUATION PROCEDURES

Management will ensure that FDC educators display copies of the emergency and evacuation floor plan in prominent positions near each exit of the residence and/or approved venue, that would be used.

Educators and educator assistants are familiar with emergency evacuation. Rehearsals for emergency and evacuation procedures, including lock downs, are conducted at least once every 3 months.

ARRIVAL AND DEPARTURE AUTHORISATION

Our FDC Service prioritises children's safety at all times. FDC educators will only release children to an authorised person as named on the child's enrolment form. We request families provide current court orders, and parenting plans to ensure our records are up to date.

National Regulations require our educators keep a record of childrens attendance as well as visitor's arrival and departures. Service staff are also required to check and sign the visitor record when attending an educators' residence.

FDC educators will work in collaboration with our *Delivery and Collection of Children policy and Visitors to family day care residences... Policy* to ensure children feel safe and secure.

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 will notify the service if they authorise a person who is not on their emergency contact form to pick up their child. The authorisation must be in writing with identification details of the person collecting the child.

CODE OF CONDUCT

Management, educators, staff, volunteers and students will adhere to our FDC Service's Code of Conduct Policy. We will:

- provide adequate supervision of children at all times
- take reasonable action to protect children and young people for risk of harm
- ensure the premise is free from the use of tobacco, illicit drugs and alcohol
- adhere to our *Privacy Policy*
- not discriminate against any child, because of culture, race, ethnicity or disability
- be responsible for their own, and others health and safety
- be a positive role model to children
- respect children's privacy and dignity at all times
- not put children at risk of abuse- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos)
- report any allegations of child abuse to the Approved Provider as mandatory reporter
- notify the approved provider and/or the regulatory authority within 24 hours of any serious incident or complaint as per the National Regulations

ONLINE SAFETY

Our FDC Service is committed to create and maintain a safe online environment with support and collaboration with staff, families and community. Management ensures FDC educators install anti-virus and internet security systems to block access to unsuitable web sites, newsgroups and chat rooms on computers used by children.

Our FDC Service ensures backups of important and confidential data is made regularly and either stored securely offline, or online. Software and devices are updated regularly to avoid any breach of confidential information.

Families are provided with information about our software program which is password protected and used to share observations, photos, videos, daily reports and portfolios. Passwords are not to be shared with others.

Written authorisation is requested as part of the enrolment process for children to have their photo taken and published as part of promotional marketing or on the app program used by the FDC Service. The identity of a child is not published on any platform.

Software programs and apps that have appropriate content and have been examined prior to allowing their use and used at the FDC residence or approved venue. Children are always supervised using any technology.

CONTINUOUS REVIEW

To ensure we maintain a culture of continuous improvement, we will ensure our child safe practices are regularly reviewed, evaluated and improved. We aim to ensure all FDC educators, staff and volunteers understand and effectively implement our policies and procedures to provide a child safe environment.

We will regularly review and monitor the effectiveness of our Child Safe policies and procedures and invite children, staff members, families and communities to contribute to their development.

Any updates or revisions will be communicated to all stakeholders.

FAMILIES

Our FDC Service ensures families are always welcome and feel comfortable asking questions on how we prioritise child safety. We provide a range of opportunities for consultation and collaboration about decisions about their child’s safety whilst at our Service including:

- policy and procedure review
- child protection
- Child Safe Standards (VIC)
- allegations/grievance procedures
- sun safety
- written authorisations- parenting orders
- code of conduct
- inclusivity and supporting children with diverse needs.

REVIEW

POLICY REVIEWED BY	Timage Abdulwadud & Rashida Siddique	AP & NS	21/11/2022
POLICY REVIEWED	November 2022	NEXT REVIEW DATE	NOVEMBER 2023