



# Child Safe Environment

## POLICY

Sustainable Play Preschool 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 and wellbeing is paramount, and we take all practical steps 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.

Under the Education and Care Services National Regulations, Sustainable Play 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).

Our focus is to build a child safe environment which is reflected in our service policies and procedures and understood and practiced by all educators and staff.

## PROCEDURE

- 1.0 National Child Safe Principles
  - 1.1 Sustainable Play Preschool is committed to being a child safe organisation and endorses the National Child Safe Principles, placing the protection of children as a priority of our responsibilities and obligations.

The Child Safe Standards provide guidance for our service to ensure our policies and procedures, strategies and attitudes, ensure children's safety is paramount.
  - 1.2 Sustainable Play Preschool 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.
  - 1.3 Sustainable Play Preschool is dedicated to promote cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to provide a safe environment for children with a disability.
  - 1.4 Sustainable Play will identify and mitigate risks in online environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.

The online environment is used in accordance with the organisation's Code of Conduct and Digital Technology Policy



## Child Safe Environment

---

### 2.0 Working with Children Checks (WWCC)

#### 2.1 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.

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.

Management is responsible for the periodic review and maintenance of up to date records of all educators, staff, students and volunteers of Sustainable Play Preschool.

Working with Children Check, includes 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.

Working with Children Check (WWCC) is required for all educators, staff, students, and volunteers of Sustainable Play Preschool.

The WWCC will be placed in the individual's file on OWNA and google drive storage and will be updated as required.

### 3.0 Child Protection- Reportable Conduct Scheme

#### 3.1 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 provided with training and ongoing supervision 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 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 NSW and adhere to our Child Protection Policy. (reg 84).

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.

Refer to the Child Protection Policy for further information.

### 4.0 Physical Environment- Supervision and Safety Checklists

#### 4.1 Children's safety is embedded in our day-to-day practices. We ensure effective and adequate supervision is provided to children at all times. Educators will employ 'active supervision' strategies within the service



## Child Safe Environment

---

environment and when participating in excursions. Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision.

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

Through conducting risk assessments, we assess and manage risks in the physical environment collaborating with children to develop behaviour guidelines for play including adventurous play to ensure their safety. Educators have a sound understanding of their duty of care and responsibilities in ensuring a child safe environment.

Educators conduct regular safety checks to maintain basic standards of safety within our service. 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 an educator if they feel unsafe in a particular situation or environment.

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

### 5.0 Storage of Hazardous Substances

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 are safely stored away from children and handled appropriately.

Management and educators will keep a register of hazardous chemicals used at the Service, including relevant Safety Data Sheets (SDS).

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

### 6.0 Equipment, Furniture and Maintenance

- 6.1 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 the service are audited to ensure all aspects are safe, clean and in good repair. We understand that hazards are specific to developmental stages; educators



## Child Safe Environment

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.

- 7.0 Indoor and Outdoor Space including Fencing
  - 7.1 Educators will check all environments and complete safety checks on each area. All equipment prior to engaging in an area will be checked to ensure safety.
  - 7.2 Indoor spaces have open windows to ensure cross ventilation, have adequate natural light and a comfortable environment to ensure the safety and wellbeing of children and educators.
  - 7.3 There is an operating telephone, preschool owned mobile phones and tablets/ipads, to enable communication and receive calls (this includes communication during excursions).
  - 7.4 The service has access to laundry facilities and procedures for dealing with soiled clothing and linen, including hygienic facilities for storage prior to their disposal or laundering.
  - 7.5 Any outdoor space used by children must be enclosed by a fence or barrier that is of such height and design that, children of preschool age and under, cannot go through, over or under it.
- 8.0 Risk Assessment and Risk Assessment Tool
  - 8.1 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 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



# Child Safe Environment

## 8.2 Risk Matrix

| Risk Matrix  |               |          |          |          |          |                |
|--------------|---------------|----------|----------|----------|----------|----------------|
| Consequences | Likelihood    |          |          |          |          |                |
|              |               | Rare     | Unlikely | Possible | Likely   | Almost Certain |
|              | Major         | Moderate | High     | High     | Critical | Critical       |
|              | Significant   | Moderate | Moderate | High     | High     | Critical       |
|              | Moderate      | Low      | Moderate | Moderate | High     | High           |
|              | Minor         | Very low | Low      | Moderate | Moderate | Moderate       |
|              | Insignificant | Very low | Very low | Low      | Moderate | Moderate       |

The risk matrix includes:

### Likelihood

| Likelihood     | Description   |
|----------------|---|
| Rare           | Very unlikely – the event may occur only in exceptional circumstances |
| Unlikely       | Improbable – the event is not likely to occur in normal circumstances |
| Possible       | Potential – the event could occur at some time                        |
| Likely         | Probable – the event will probably occur in most circumstances        |
| Almost certain | Very likely – the event is expected to occur in most circumstances    |

### Consequence

The risk matrix also includes five levels of consequences:

- Insignificant
- Minor
- Moderate
- Significant
- Major

This takes into account the potential impact of an event and how it might affect the safety and wellbeing of children, families, staff and the wider community.



## Child Safe Environment

---

When analysing the consequences of a potential event occurring, it is important to consider the vulnerability of individuals who might be affected.

### **Risk Prioritisation**

A risk matrix helps work out the priority of a particular risk. This can help regulatory authorities determine which risks to address first.

The priorities in the risk matrix are:

- Very low
- Low
- Moderate
- High
- Critical

- 8.4 It is the responsibility of all staff and educators at the service to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/incursion or any transportation of children.

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

Common hazards within the service which may require a risk assessment include but not limited to:

- 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.

- 8.5 Refer to Risk Assessment and Management Policy for further information.



## Child Safe Environment

---

### 9.0 Incidents, Emergencies and Evacuations

- 9.1 Management will ensure that copies of the emergency and evacuation floor plan are displayed in prominent positions near each exit of the service premises, including indoor and outdoor learning areas.
- 9.2 All staff are familiar with emergency evacuation procedures and regulatory requirements.
- 9.3 Rehearsals for emergency and evacuation procedures, including lock downs, are conducted at least once every 3 months.
- 9.4 An appropriate number of first aid kits are provided that are easily recognisable and readily accessible to adults.
- 9.5 A minimum of (1) person with a current First Aid and CPR qualification will be in attendance at all times
- 9.6 Relevant incident management procedures must be followed if a child is injured, becomes ill or suffers a trauma. The parent or emergency contact must be notified as soon as possible.

### 10.0 Sun Safety

- 10.1 The service complies with the Sun Safety and Heat Stress Requirement at all times to ensure all children and staff are protected against the harmful effects of the sun's heat and UVR

### 12.0 Online Safety

- 12.1 Our Service is committed to create and maintain a safe online environment with support and collaboration with staff, families and community.

Management ensures antivirus and internet security systems are installed to block access to unsuitable websites, newsgroups and chat rooms.

Our 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 as per our written agreement.

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 service. The identity of a child is not published on any platform.



## Child Safe Environment

---

Personal mobile phones are not used to take photos or videos of children at the Service.

Only educational software programs and apps that have appropriate content and have been examined prior to allowing their use are used in the Service. Children are always supervised using any technology.

### 11.0 Cleaning and Maintenance

- 11.1 Equipment is kept in a safe, clean and quality condition and maintained in accordance with the 'Hazard and Maintenance Log'.
- 11.2 Mix and keep all cleaning products in accordance with the manufacturer's instructions.
- 11.3 Complete all tasks listed on the cleaning checklist and 'Hazard and Maintenance Log' as required.
- 11.4 Cleaning provided by outsourced companies, will be provided relevant policies and procedures to adhere to.

### 12.0 Food Preparation and Storage

- 12.1 Safe practices are used for handling, preparing and storing food in accordance with the Food Safety Standards
- 12.2 Staff prepare and consume personal food from home and hot drinks away from children. Healthy snacks and water are acceptable in classrooms.

### 13.0 Staffing Arrangements

- 13.1 Two staff must be on school premises at all times.
- 13.2 In accordance with our 'Supervision Policy', educator to child ratios are to be maintained at all times.
- 13.3 Educators, staff and volunteers must not consume alcohol or be affected by alcohol or drugs (including prescription medications) that may impair their capacity to provide education and care.
- 13.4 Closing staff must not leave the centre before the nominated closing time of 6:00pm.
- 13.5 Two staff must remain at the centre with a child who is collected after the nominated closing time.
- 13.6 Beginning and end of day duties/tasks such as cleaning, preparing early learning environments and securing the premises must not compromise the adequate supervision of children.
- 13.7 Educators must ensure all children are signed in and out on OWNA. If a child is not signed in or out by a family, then an educator must complete this step.





## Child Safe Environment

- 14.0 Health and Hygiene
- 14.1 Adequate health, hygiene and infection control practices are implemented at all times.
- 14.2 Unwell children and infection control procedures are followed to ensure reasonable steps are taken to prevent the spread of infectious diseases and ensure that the parent or emergency contact of each child enrolled at the service is notified of the occurrence of an infectious disease as soon as possible.
- 14.3 The Children's Health and Safety Policy and associated procedures set out practices for dealing with the management of medical conditions, specific health care needs and allergies. All staff and volunteers are informed about the practices that must be followed.
- 14.4 Adequate, developmentally and age-appropriate toilet, washing and drying facilities are available for use by children being educated and cared for by the service.
- 14.5 Medication (including prescription, over the counter and homeopathic medications) must not be administered to a child without authorisation by the parent or a person with authority to consent to medication administration for the child. A medication report must be completed via OWNA.
- 15.0 Visitors
- 15.1 In accordance with the Visitors to the Centre Procedure, the identification of visitors must be verified, and access only provided with appropriate authority.
- 16.0 Record Keeping
- 16.1 There are new record keeping requirements under the National Law and National Regulations in response to recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.
- It is recommended that records identified as relevant to child safety and wellbeing (including child sexual abuse) be:
- kept for 45 years from the date the record was created.
  - clear, objective, and thorough
  - maintained in an indexed, logical, and secure manner
  - retained and disposed of in a consistent manner.

## RESPONSIBILITIES

This requirement is to be implemented by: All educators, staff, students, volunteers and families of Sustainable Play Preschool



# Child Safe Environment

## Resources

### Relevant Legislations

Early Childhood Australia Code of Ethics.  
Education and Care Services National Law Act 2010.  
Education and Care Services National Regulations.  
Federal Register of Legislation Privacy Act 1988.  
Guide to the National Quality Framework. (2017).  
Children's Guardian Act 2019  
Children and Young Persons (Care and Protection) Act 1998  
Reportable Conduct Scheme- Office of Children's Guardian  
NSW Department of Education  
NSW Department of Communities and Justice (Child Protection Helpline)

### National Quality Standards

#### 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.

## Regulation

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  
123 Educator to child ratios- centre based services  
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

## Policies and Procedures:

Excursions/Incursions  
Incident Management  
Infectious Disease Control and Unwell Children  
Sun Safety and Heat Stress  
Visitors to the Centre  
Water Safety  
Safe Sleep and Rest Practices  
Arrival's and Collection of Children  
Children's Health  
First Aid  
Emergency, Evacuation and Lockdown

## Review

Version 4

Date Published – 19.10.2023

Revision Date Due – 19.10.2024



## Child Safe Environment

---

Supervision  
Equipment and Safe Building - Maintenance  
Staff Rostering  
Child Protection  
Students and Volunteers  
Notification and reporting  
Lock Up Checklist  
Playground Checklist  
Opening checklist  
Closing checklist  
Cleaning Checklist  
Annual compliance audit  
Biannual kitchen audit  
Biannual "Medication and Dangerous Substance Audit"  
Maintenance Schedule