

Document Control

Document Name	Document Register Number	Review Date
Child Safe Environment Policy	1.0.2	February 2020
Date Adopted	Minute Number	Summary of Changes
21 February 2018	4914	Revised

Purpose

The policy is specific to Greater Hume Children Services and aims to explain the service commitment to providing a safe environment for children in Family Day Care in the context of child protection.

Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

Definitions

Child: person under 18 years of age.

Direct Supervision: when a person is present at all times and is observing the conduct of the person under supervision and providing direction as required.

Prohibited Person: a person convicted of a serious sex offence.

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Policy Content

Greater Hume Children Services recognise the vulnerability of children of all ages and the need to exercise vigilance and screen all adults with unsupervised access to children. The service has a responsibility to advocate for the wellbeing of children and young people in a holistic and community context.

Greater Hume Children Services will provide a safe, respectful and ethical environment and pay careful consideration, preparation and attention to the potential dangers posed to children and young people in a childcare setting. The service will facilitate nurturing emotional environments and monitor each child's overall wellbeing and care.

The service will actively play a role in informing and supporting families and communities. The service will in addition, facilitate and maintain community liaison with partners who exist to support families and children.

The service will:

- i. within the limits of its obligations ensure that children are protected from child abuse and facilitate wellbeing as defined in the Children and Young Persons (Care and Protection Act) 1988 and UNICEF Convention on the Rights of the Child 1989.
- ii. facilitate a culture among workers and staff of commitment to child protection through a range of policies, procedures and practices.
- iii. ensure all children are adequately supervised at all times by establishing and maintaining procedures to ensure all those with unsupervised access to children are screened to ensure they are not prohibited persons and to ensure only suitably qualified and able persons have responsibility for children.
- iv. facilitate the reporting of children and young person's at risk of harm.
- v. provide a system of reporting of any allegations of reportable offences in compliance of the Ombudsman Amendment (Child Protection and Community Services) Act 1998.
- vi. ensure the prompt notification and investigation of allegations of risk of harm where allegations involve Educators their family or staff where there is an obligation to notify, irrespective of supporting evidence.
- vii. ensure every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury through undertaking routine safety checks, home and premises risk assessment audits and educating children and Educators in safety awareness.

- viii. reduce and prevent as many incidents as possible and to deal with injury, trauma and illness as effectively as possible when they happen. Preventative measures, appropriate training, adhering to service procedures, regulatory requirements and forward planning will ensure the service aims are met. The service will ensure comprehensive and current knowledge about the health and special requirements of every child in the service is obtained and documented. The service will ensure every Educator and staff member is adequately equipped to deal with situations as they arise.
- ix. adhere to the services adopted Code of Ethics and the Greater Hume Shire Model Code of Conduct and Child Protection Policies
- x. Bush Fire risk levels will be continually monitored, on a declared Code Red day, no Education and Care will be provided by Educators identified to reside or provide service in the bushfire prone areas.

Links to Policy

Greater Hume Shire Child Protection Policy

Greater Hume Shire Council Model Code of Conduct Policy

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Incident Injury Trauma and Illness

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues

Engagement and Registration of Family Day Care Educators

Monitoring Support and supervision of Family Day Care Educators

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises

Visitors to the Family Day Care Residence and Venues

Provision of Information assistance and Training to Family Day Care Educators

Links to Procedure

Child Safe Environment Office Procedure

Child Safe Environment Educator Procedure

Incident Injury Trauma and Illness Office Procedure

Incident Injury Trauma and Illness Educator Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

Delivery and Collection of Children Procedure

Excursions Procedure

Emergency and Evacuation Procedure

References

Education and Care Services National Regulation 14 October 2011 168 (2) (h) 155, 165

NSW the Children and Young Persons Care and Protection Act 1998

NSW Commission for children and Young People Act 1998

NSW Child Protection Act 1998

Ombudsman Amendment (Child Protection and Community Services) Act 1998

NSW Public Interest Disclosures Act 1994

UNICEF Convention on the Rights of the Child 1989

Responsibility

Service Manager

Relevant Legislation

Education and Care Services National

Education and Care Services National Law

Australian Government Department of Education Employment and Workplace Relations Child Care Services Handbook

Associated Records

Nil