

CHILD SAFE ENVIRONMENT POLICY

The United Nations Convention on the Rights of the Child (UNCRC) 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. 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 are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment. Children's safety and wellbeing are paramount at our Out of School Hours Care (OSHC) Service. Our OSHC Service embeds the National Principles for Child Safe Organisations 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. [NQF October 2023]

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, practiced and implemented.
2.2.3	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need 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.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children [commencing 2026]
S. 3A	Paramount consideration [NSW]
S. 4	How functions to be exercised
S. 5	Meaning of serious incident
S.5AA	Meaning of inappropriate conduct [NSW]

S.162A	Child protection training Offence relating to child protection training [NSW] [due to commence 2026]
S. 162B	Child safety training [commencing 2026]
S.165	Offence to inadequately supervise children
S.166	Offence to use inappropriate discipline
S.166A	Offence to subject child to inappropriate conduct [NSW] Offences relating to inappropriate conduct [commencing 2026 Nationally]
S.167	Offence relating to protection of children from harm and hazards
S. 174AA	Educators and other staff members of education and care services to notify certain information [NSW]
S. 174AB	Approved provider must notify Regulatory Authority of event under section 174AA [NSW]
Part 6A	Devices in education and care services [commencing 2026]
S. 178	Suspension of education and care by certain persons [NSW only]
S. 178A	Supervision of certain persons providing education and care [NSW only]
S. 188	Offence to engage person to whom prohibition notice applies
12	Meaning of a serious incident
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
99	Children leaving the education and care service premises
102AAB	Safe arrival of children policies and procedures
102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
102E	Children embarking a means of transport—centre-based service
102F	Children disembarking a means of transport—centre-based service
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	Premises 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
145	Staff record
149	Volunteers and students
155	Interactions with children
162	Health information to be kept in enrolment record
167	Record of service's compliance
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedure
175	Prescribed information to be notified to regulatory authority

RELATED POLICIES

Adventurous (Risky and Nature) Play Policy Behaviour Guidance: Bullying Policy Child Protection Policy Code of Conduct Policy Dealing with Complaints Policy Delivery of Children to, and Collection from Education and Care Service Premise Policy Emergency and Evacuation Policy Excursion/Incursion Policy Furniture and Equipment Safety Policy Injury, Incident, Trauma and Illness Policy Interactions with Children, Families and Staff Policy Managing an Unidentified Dog Policy Medical Conditions Policy Nutrition and Food Safety Policy Physical Environment Policy	Privacy and Confidentiality Policy Probation Induction and Orientation Policy Recruitment Policy Protected Disclosures (Whistleblower) Policy Safe Arrival of Children Policy Safe Use of Digital Technologies and Online Environments Policy Safe Storage of Hazardous Chemicals Policy Safe Transportation of Children Policy Rest Policy Staffing Arrangements Policy Student, Volunteer and Visitor's Policy Sun Safe Policy Supervision Policy Tobacco Drug Alcohol Free Policy Water Safety Policy Work Health and Safety Policy
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PURPOSE

Our Out of School Hours Care Service (OSHC) 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 aim to take all practical steps to protect children and young people from harm, ensuring a healthy and safe environment. We believe that children's safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions. Our OSHC Service ensures that child safety, wellbeing and best interests take priority over all other considerations, including financial interests or other obligations of management, and are embedded in our daily practices, policies and procedures.

Our OSHC Service adheres to and aligns with legislative requirements related to taking images or videos of children. (See *Safe Use of Digital Technologies and Online Environments Policy*.) We provide children, staff, educators and visitors with an environment free from the use of tobacco (including vaping), alcohol and illicit drugs.

SCOPE

This policy applies to children, families, staff, students, volunteers, educators, approved provider, nominated supervisor, management and visitors of the OSHC 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. (Reg. 168, Reg.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 Service policies and procedures and understood and practiced by all children and young people, educators, staff, families, volunteers and students.

'Child safety is everyone's responsibility.' (A guide to the Child Safe Standards. p.26. 2020)

KEY TERMS- DEFINITIONS For additional definitions and key terms used within this policy, refer to *Key Terms – Policies and Procedures*.

Code of Conduct	Together with a code of ethics, the code of conduct helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards
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Disclosure	The process where a child or young person conveys or attempts to convey that they are being or have been abused.
Inappropriate conduct to a child	any behaviour that a reasonable person would consider to be inappropriate in an education and care service, taking into account the child's age, development, safety, wellbeing and the context of the interaction.
Information sharing	Refers to sharing or exchanging information, including personal information about or related to, abuse in organisational contexts. The terms refer to sharing information between (or within) organisations, as well as sharing information with professionals who provide key services for children.
Mandatory reporter	A person who is required to report known and suspected cases of child abuse and neglect to a nominated government department or agency.
Mandatory reporting	The legislative requirement for selected classes of people to report suspected cases of child abuse and neglect.
National Model Code	The National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code) addresses child safe practices for the use of electronic devices while providing early education and care (ECEC).
National Principles for Child Safe Organisations	Reflect ten child safe standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse and are the vehicle for giving recommendations relating to the standards.
Reportable conduct	Certain organisations or entities have legal obligations under Reportable Conduct Schemes to notify and investigate certain allegations of abuse involving a child, when the allegation is against someone they employ, engage or contract in circumstances outlined in the legislation.
Rights of the Child	Human rights belonging to all children, as specified in the United Nations Convention of the Rights of the Child.
Wellbeing	Sound wellbeing results from the satisfaction of basic needs. It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity, and resilience.
Working with Children / working with vulnerable people check (WWCC/WWVP)	A notice, certificate or other document granted to, or with respect to a person under a working with children law. The person has been assessed as suitable to

work with children; there has been no information that if the person worked with children the person would pose a risk to the children; or the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.

Definitions sourced from

ACECQA. (2023). Policy and procedure guidelines. *Providing a Child Safe Environment*.

NSW Department of Education (2021). [Guide to the Child Safe Standards for early childhood education and care and outside schools hours care services](#)

COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE (National Principles 1-10)

Our OSHC Service is committed to being a child safe organisation and embeds the National Principles for Child Safe Organisations, placing the protection of children as a priority of our responsibilities and obligations. The NSW Child Safe Standards provide guidance for our Service to build our capacity as an organisation to prevent and respond to allegations of child abuse and ensure our policies and procedures, strategies and attitudes, ensure children's safety is paramount.

Our OSHC Service has a zero tolerance to child abuse, and we are committed to the safety, participation and empowerment of all children and young people. Our *Statement of Commitment to Child Safety* demonstrates our responsibility to protect children, uphold their rights, and embed a culture of child safety across all aspects of our operations.

We promote diversity and tolerance and aim to form equitable and positive relationships with children. We ensure children and young people participate in decisions affecting them and listen and respect their suggestions and ideas. We respond to any concerns, disclosures, allegations or suspicions of harm by reporting to the relevant authorities.

Our OSHC Service will not tolerate bullying or harassment and our *Behaviour Guidance - Bullying Policy* and procedure outlines the preventative strategies and supervision implemented by our Service to deal with bullying and help protect children. Our priority is to ensure the safety and wellbeing of children and young people and encourage positive relationships.

[Primary policies – Behaviour Guidance - Bullying; Child Protection; Code of Conduct; Interactions with Children, Families and Staff; Safe Use of Digital Technologies and Online Environments]

COMMUNICATION (National Principles 2 and 3)

We aim to build and maintain positive and respectful relationships with children, families, staff and educators of our OSHC Service and prioritise a child safe environment. We communicate regularly and clearly with all stakeholders and ensure our policies and procedures are available to staff, educators, employees, students, volunteers, families and children and young people. (Reg. 170). Our policy folder is available ON OUR WEBSITE capturingkidsminds.com.au We welcome and encourage all stakeholders to share feedback and evaluation of our policies and procedures through surveys, feedback or discussions with management.

[Primary policies –Child Protection; Code of Conduct; Interactions with Children, Families and Staff]

PARTICIPATION OF FAMILIES, CHILDREN AND YOUNG PEOPLE (National Principle 2)

Our OSHC 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 (adjust to CSS applicable in your state/territory)
- allegations/grievance procedures
- sun safety
- written authorisations- parenting orders
- code of conduct
- inclusivity and supporting children and young people with diverse needs
- use of digital technologies and online environments

We promote a respectful, child safe culture where children and young people's concerns are always responded to, and children feel empowered to participate in decisions and provide feedback to educators and staff. Our OSHC Service provides opportunities for conversations with children and young people about their rights and encourages children and young people speak up if they are feeling unsafe or worried. We provide multiple channels for children and young people to lodge complaints, tailoring these options to their communication preferences based on their feedback. We work individually with children and young people to determine the type of support they may need in participating in the complaints process.

[Primary policies –Dealing with Complaints; Interactions with Children Families and Staff]

CODE OF CONDUCT (National Principles 4 and 6)

Management, educators, staff, volunteers and students will adhere to our Service's *Code of Conduct Policy*. Our *Code of Conduct Policy* clearly outlines expectations regarding behaviour and describes the principles, values, and ethical guidelines that guide our staff and stakeholders in their interactions and activities. All educators and staff members are made fully aware that following breaches of the Code of Conduct and role responsibilities may result in disciplinary action which may lead to termination of employment. Individuals can report any concerns they may have about inappropriate actions of any educator, staff, student or volunteer that involves children or young people to management, ensuring a prompt and thorough response to maintain a safe and secure environment for all.

Our Service promotes a culture of child safety and wellbeing in all aspects of our Service operations. The *Code of Conduct policy* outlines expected behaviour, examples of inappropriate behaviour and consequences of breaches of policy.

[Primary policies – Code of Conduct; Privacy and Confidentiality; Probation Induction and Orientation; Safe Use of Digital Technologies and Online Environments; Tobacco, Drug and Alcohol-Free Policy]

RECRUITMENT (National Principle 5)

Our OSHC Service maintains a rigorous and consistent recruitment, screening and selection process to ensure the best staff members and educators are employed based on skills, qualifications, experience and suitability for the position available. All staff and 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 prospective applicants must declare that they do not hold any prohibition notices, including suspension, supervision or prohibition notices or enforceable undertaking, preventing them from working with children. The approved provider will verify prohibition notices using the [NQA ITS](#) 'register search' tool. Candidates applying for roles such as nominated supervisor or responsible person must also complete a Compliance History notice. Existing employees are required to disclose any enforcement actions, including suspension, supervision or prohibition notices or enforceable undertaking, taken against them to the approved provider, in writing, within 24 hours.

All staff and educators are provided with a comprehensive induction process which outlines our Code of Conduct and key policies including *Child Protection, Safe Use of Digital Technologies and Online Environments Policy, Dealing with Complaints, Work Health and Safety Policy*, and other related policies, to ensure a child safe environment. New employees (including the nominated supervisor and staff

members), students and volunteers are to familiarise themselves with the *Child Protection Policy* to understand child protection laws and their obligations and mandatory reporting duties to ensure the safety and well-being of children at the Service.

**[Primary policies –Child Protection; Safe Use of Digital Technologies and Online Environments Policy
Probation Induction and Orientation; Recruitment]**

WORKING WITH CHILDREN CHECK- POLICE CHECKS (National Principle 5)

Working in conjunction with the [Child Protection \(Working with children\) Act 2012](#) [insert state/territory law] and National Regulations, the safety, welfare and wellbeing of children is paramount within our Service and community. A Working with Children Check (WWCC)/**Vulnerable Person Check** 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 WWCC/**Vulnerable Person 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. If any staff member's WWCC becomes invalid, the person will be removed from their role working with children immediately until the clearance is renewed or a valid clearance is obtained. It is a criminal offence to continue to engage anyone whose WWCC is not valid, expired or suspended or revoked.

Staff, educators, volunteers and visitors are informed they must notify the approved provider, in writing, of any changes to their WWCC or teacher accreditation or registration within 72 hours, or within 24 hours of becoming aware of the change [Mandatory for NSW Services]. The approved provider will notify the regulatory authority, in writing, of changes to an educator, staff member, volunteer or visitors WWCC within 24 hours [Mandatory for NSW Services].

Management is responsible for the periodic review and maintenance of up-to-date records of employees' WWCC/**Vulnerable Person Check**, including the WWCC/**Vulnerable Person Check** number and the date on which each clearance expires.

Once an employee provides their WWCC/**Vulnerable Person Check** clearance, management will verify the clearance to ensure that it is valid and current. The WWCC/**Vulnerable Person Check** will be placed in the individual's file. For existing staff and educators, we will regularly and systematically verify their

WWCC/**Vulnerable Person Check** and ensure WWCC/**Vulnerable Person Checks** are renewed every **5 years** and record the status as *Not Prohibited*.

The approved provider will ensure staff are aware of mandatory reporting obligations relating to a change of WWCC/**Vulnerable Person Check** status, teacher registration or fit and proper status in accordance with the *Child Protection Policy*. [**mandatory for NSW Services**].

Any visitor who has direct contact with children will be required to provide a WWCC/**Vulnerable Person Check** for verification prior to coming into contact with children (*best practice*). Management will verify all student and volunteer WWCC/**Vulnerable Person Check** prior to placement. The approved provider will keep a record for each day a student or volunteer participates in the Service including date and hours of participation.

[Primary policy – Child Protection, Recruitment, Staffing Arrangements, Student, Volunteer and Visitor]

CHILD PROTECTION- (National Principle 6)

Children and young people always have a right to be safe and protected. To comply with legislation and ensure a child safe environment, all educators, staff, volunteers and students will be required to complete mandatory [National Child Safety Training for the Early Childhood Education and Care Sector](#) (effective February 2026). This applies to any person working in the Service whether or not they work directly with children. Staff, educators, students and volunteers must demonstrate an understanding of the role of mandatory reporter, including when a report must be made and how to make a report.

Approved providers, nominated supervisors, educators and staff are mandatory reporters and have a legal obligation to make reports if they suspect on reasonable grounds, a child is at risk of significant harm. Neglecting these obligations could potentially be deemed a criminal offence.

All educators, staff and volunteers are provided with up-to-date training and development about child protection law and their obligations under this law and to ensure they are confident in following the reporting guidelines within [**insert your state/territory**] 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. Nominated supervisors and persons in day-to-day charge must complete

a mandatory child protection course approved by the regulatory authority and refresher training on an **annual** basis.

Our OSHC Service is committed to providing support to children, young people, families, educators or staff who have made a report regarding child protection, with a focus on upholding strict confidentiality throughout the process. Our primary concern is the well-being and safety of the child or young person, and we will work closely with relevant authorities, professionals, and support networks to ensure that the child or young person's best interests are met throughout the process. Our dedicated support system will assist educators and staff in navigating this challenging process while safeguarding their privacy and professional well-being. Supervision is effective to ensure they understand that *child safety is everyone's responsibility*.

[Mandatory for NSW Services] All allegations, concerns or suspicions of inappropriate conduct will be reported in accordance with the *Child Protection Policy and Management of Inappropriate Conduct Procedure*. Our Service will develop and maintain a *Child Protection Register* for recording child protection concerns. Our Service will ensure all educators and staff have access to the online [Mandatory Reporter Guide](#) (MRG) and reporting decision tree via Service-supplied electronic devices/**or ensure this is displayed in a place accessible by all staff**. A *Child Protection Risk Assessment* will be completed and reviewed annually. Our OSHC Service will use a range of strategies to provide effective supervision, including using attendance records to ensure all children are accounted for (head counts).

Protection against a person who has made or may make a protected disclosure is outlined within Our *Protected Disclosures (Whistleblower) Policy*, outlines the supports and protections for individuals who report concerns in good faith about child safety, breaches of the National Law, or Service operations.

[Primary policies – Child Protection, Protected Disclosures (Whistleblower), Supervision]

To comply with legislation and ensure a child safe environment, all educators, staff, volunteers and students are advised of current child protection law and understand any obligations under the law. Supervision is effective to ensure they understand that *child safety is everyone's responsibility*.

Approved providers, nominated supervisors, educators and staff are mandatory reporters and have a legal obligation to make reports if they suspect on reasonable grounds, a child is at risk of significant harm. Neglecting these obligations could potentially be deemed a criminal offence. 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). Management will ensure training and development are provided for all educators, staff, and volunteers in child protection on an **annual** basis.

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 mandatory child protection course approved by the regulatory authority and refresher training on an **annual basis**.

Our OSHC Service is committed to providing support to children, young people, families, educators or staff who have made a report regarding child protection, with a focus on upholding strict confidentiality throughout the process. Our primary concern is the well-being and safety of the child or young person, and we will work closely with relevant authorities, professionals, and support networks to ensure that the child or young person's best interests are met throughout the process. Our dedicated support system will assist educators and staff in navigating this challenging process while safeguarding their privacy and professional well-being.

[Primary policy – Child Protection]

CHILD PROTECTION- REPORTABLE CONDUCT SCHEME-Allegations Against Employees

(National Principle 6)

To protect children and ensure their safety, welfare and wellbeing, management is responsive to report allegations or convictions of child abuse and child related misconduct by any staff member or volunteer or contractor to the **Office of the Children's Guardian (OCG) (NSW)** as part of the *Reportable Conduct Scheme*. **[or reporting authority within your state/territory if applicable]**.

Our OSHC Service will ensure an appropriate level of confidentiality of information relating to the reportable allegations as per the **Children's Guardian Act 2019 [insert related state/territory legislation]**. 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.

[Primary policy – Child Protection]

REPORTING AND RESPONDING TO GENERAL COMPLAINTS (National Principle 6)

Feedback from children, families, educators, staff and the wider community is fundamental in creating an evolving Childcare Service working towards the highest standard of care and education. We ensure

educators, staff, volunteers and students are well informed about the different ways children may express concerns, distress and disclose harm as well as the process for responding to disclosures from children- including a complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child or another child. (ACECQA, 2023.)

The approved provider will place a prominently displayed notice in the foyer area of our OSHC Service, providing contact information, including the name and telephone number for lodging complaints. Educators and staff will receive guidance on the complaint/ grievance policy and procedure and the process for reporting complaints during their service induction. Families, children and young people will be advised of the complaint/ grievance policy and procedure and how to report complaints during orientation of enrolment. All grievances and complaints will be treated seriously and as a priority, in accordance with the *Dealing with Complaints Policy* and procedure.

Any complaints that allege a breach of the National Law and Regulations or alleges that the health, safety and wellbeing of a child or young person at the Service may have been compromised will be documented and reported to the regulatory authority within 24 hours. In the event that the child, young person or family is dissatisfied with the complaints process, they are advised they have the option to reach out to the regulatory authority for further assistance.

[Primary policies – Child Protection; Dealing with Complaints]

PHYSICAL ENVIRONMENT- SUPERVISION AND SAFETY CHECKLISTS (National Principles 5 and 6)

Children's safety is embedded in our day-to-day practices. We ensure effective and adequate supervision is provided to children and young people at all times, whilst ensuring educator to child ratios are met at all times. Educators will employ 'active supervision' strategies within the service environment and when participating in excursions or transporting children and young people. We ensure students and visitors are never alone with children whilst at the Service. The physical environment including toilet facilities are designed and maintained to facilitate clear supervision of children whilst maintaining their rights and dignity.

Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision. To ensure compliance with regulations, we will only include educators in the educator to child ratio who are working directly with the children and ensure a current roster and a sign on/sign off record are available to verify this. Staff rosters and routines ensure adequate supervision of children is always provided.

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 OSHC Service venues. We believe that child safety is a shared responsibility at all levels within our OSHC Service.

Children and young people 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 and staff implement child safe procedures outlined in the *Safe Use of Digital Technologies and Online Environments Policy* to ensure children are always supervised and never left unattended whilst using any electronic devices. The physical environment, layout and design ensure it supports child-safe practices when children are engaged in using technology and regular audits are conducted to identify any potential risks to children's safety. All electronic devices are password protected with access for staff only.

[Primary policies – Code of Conduct; Supervision; Safe Rest; Toileting; Health and Safety; Safe Use of Digital Technologies and Online Environments; Staffing Arrangement, Supervision]

RISK ASSESSMENT AND RISK ASSESSMENT TOOL (National Principle 8)

It is a legislative requirement that management, staff and educators implement a risk management system where they identify and manage hazards and risks within the workplace to ensure a child safe environment. Strategies are in place to make sure child safety is embedded across our Service through compliance with the *Education and Care National Regulations* and the National Principles for Child Safety – Child Safe Standards (or relevant CSS in your state/territory)

It is the responsibility of staff and educators to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/incursion. Risk assessments must be approved by the nominated supervisor prior to any excursion taking place. Children's safety must be incorporated into everyday practice within the OSHC Service.

To maintain a child safe environment, all staff and educators will adhere to our OSHC Service policies and procedures and conduct daily/monthly/annual checklists and audits:

[Primary policies – Administration of First Aid; Behaviour Guidance; Child Protection; Code of Conduct; Emergency and Evacuation; Incident, Injury, Trauma and Illness; Safe Arrival of Children;

Safe Transportation of Children; Safe Use of Digital Technologies and Online Environments; Sun Safety; Medical Conditions]

EMERGENCY AND EVACUATION PROCEDURES (National Principle 8)

Management will ensure that copies of the emergency and evacuation floor plan is displayed in prominent positions near each exit of the service premises, including indoor and outdoor learning areas. All staff and educators are familiar with emergency evacuation procedures and regulatory requirements. Rehearsals for emergency and evacuation procedures, including lock downs, are conducted at least once every 3 months. Records will be kept for all rehearsals.

[Primary policy- Emergency Evacuation Policy]

ARRIVAL AND DEPARTURE AUTHORISATION (National Principle 1 and 8)

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

National Regulations require our OSHC Service 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 or young person.

Educators will work in collaboration with our *Delivery of children to and Collection from Education and Care Premises Policy*, *Safe Arrival of Children Policy* and *Student, Volunteer and Visitors Policy* to promote a culture of child safety and wellbeing in the OSHC Service.

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 provide written authorisation if they authorise a person who is not on their emergency contact form to pick up their child from the ECEC Service. Educators and staff will ensure court orders are strictly adhered to and protect children from any potential harm.

[Primary policies - Delivery of children to and Collection from Education and Care Premises; Safe Arrival

of Children's; Student, Volunteer and Visitors]

ONLINE SAFETY (National Principle 8)

Our OSHC Service is committed to create and maintain a safe online environment with support and collaboration with children, young people, educators, staff, families and community. Management

ensures anti-virus and internet security systems are installed to block access to unsuitable web sites, newsgroups and chat rooms.

Our OSHC 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. Written authorisation is requested as part of the enrolment process for children to use computers/tablets; 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.

All staff and educators have knowledge of and adhere to legislative requirements and not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or videos when educating and caring for children at the OSHC Service. Only Service issued supplied or issued and registered electronic devices are used and strict controls are in place to ensure the appropriate storage and retention of images and video of children.

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.

[Primary policies – Code of Conduct; Privacy and Confidentiality; Safe Use of Digital Technologies and Online Environments]

STORAGE OF HAZARDOUS SUBSTANCES (National Principle 8)

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

OSHC management, staff and educators will keep a register of hazardous chemicals used within the service, including Safety Data Sheets (SDS). To maintain a safe environment for children, daily/monthly/annual audits and checklists are conducted.

[Primary policies – Safe Storage of Hazardous Chemicals, Administration of Medication]

EQUIPMENT, FURNITURE AND MAINTENANCE RECORD (National Principle 8)

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, our OSHC Service has implemented practices and continue to monitor Service policies and procedures that uphold Australian Safety Standards.

The venue of our OSHC Service, 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 of children. Educators are aware that toys and equipment need to be checked to ensure they are safe and developmentally appropriate for school aged children from Kindergarten to Year 6.

Regular checks occur within the OSHC Service to ensure that all toys, furniture and equipment are in good condition and working order.

[Primary policy – Furniture and Equipment Safety Policy]

CONTINUOUS REVIEW (National Principle 9)

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 educators, staff, students and volunteers understand and effectively implement our policies and procedures to provide a child safe environment at our OSHC Service.

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.

Our *Child Safe Environment Policy* will be reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

CHILD SAFE STANDARDS LEGISLATION/RESOURCES

NSW

The Children's Guardian Amendment (Child Safe Scheme) Bill 2021 came into effect on 1 February 2022 requiring organisations who work with or provide services to children to implement the NSW Child Safe Standards. Compliance and enforcement measures under the Children's Guardian Act commenced from 1 February 2023.

[Children's Guardian Act 2019](#)

Children's Guardian Amendment (Child Safe Scheme) Bill 2021

[Child Protection \(Working with Children\) Act 2012](#)

Office of the Children's Guardian [Child Safe Self-Assessment](#)

[Office of the Children's Guardian. Child Safe Standards](#)

[NSW Department of Education. Child Safe Standards](#)

CHILDCARE CENTRE DESKTOP - RELATED RESOURCES

Child Safe Environment Commitment Statement	Child Safe Standards Checklist
Child Safe Environment Procedure	Child Safe Risk Assessment

SOURCES

Australian Children's Education & Care Quality Authority. (2025). Policy and procedure guidelines. [Providing a Child Safe Environment](#).

Australian Children's Education & Care Quality Authority. (2025). [Embedding the National Child Safe Principles](#).

Australian Children's Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

Australian Children's Education & Care Quality Authority. (2025). [NQF Child Safe Culture Guide](#).

Australian Children's Education & Care Quality Authority. (2024). [National Model Code for Early Childhood Education and Care](#).

Australian Children's Education & Care Quality Authority. (2024). [Taking Images and Video of Children While Providing Early Childhood Education and Care. Guidelines For The National Model Code](#)

Australian Government. Department of Skills. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#)

Australian Human Rights Commission (2020). *Child Safe Organisations*. [https://childsafesafe.humanrights.gov.au/Children \(Education and Care Services\) National Law \(NSW\) \(For NSW Services only\)](https://childsafesafe.humanrights.gov.au/Children%20(Education%20and%20Care%20Services)%20National%20Law%20(NSW)%20(For%20NSW%20Services%20only))
[Education and Care Services National Law Act 2010](#).

[Education and Care Services National Regulations](#). (Amended 2025)

NSW Department of Education (2021). [Guide to the Child Safe Standards for early childhood education and care and outside schools hours care services](#)

[United Nations Convention of Rights of the Child, \(1989\). \(UNCRC\)](#)

REVIEW

POLICY REVIEWED BY	TRACEY RYAN	DIRECTOR	JUNE 2026
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POLICY REVIEWED	JANUARY 2026 /SEPTEMBER 2025	NEXT REVIEW DATE	NOVEMBER 2026
VERSION NUMBER	V9a.09.25		
MODIFICATIONS	<p>JANUARY</p> <ul style="list-style-type: none"> Major review of policy to ensure its accuracy and relevance. Content has been refined to clarify responsibilities and ensure alignment with legislative changes and current best practices in child safety and professional conduct Edits to policy to comply with amendments to National Law (NSW) and Regulations updated policy to include amendments to Education and Care Services National Law revised wording around electronic devices following National Law amendments <p>SEPTEMBER</p> <ul style="list-style-type: none"> policy reviewed out of regular calendar review due to legislation changes for child safety- National Model Code (NMC) added reference to new mandatory policy- <i>Safe Use of Digital Technologies and Online Environments Policy</i> Child Protection/Reportable Conduct Scheme section edited sources checked for currency and updated as required 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
NOVEMBER 2023	<ul style="list-style-type: none"> annual policy maintenance added information re: National Model Code and Guidelines checking prohibition notices on NQA ITS added updated Child Safe Standard implementation for ACT/WA/TAS minor edits within policy sources checked for currency and updated as required 	NOVEMBER 2024	

Disclaimer

Childcare Centre Desktop does not guarantee that the examples provided within this policy are sufficient for early childhood services' compliance with the Child Safe Standards within each state/territory. Please check your own state/territory for implementation of Child Safe Standards.