

OSHC Child Safe Environment Policy (SA)

V2.11.23



St Aloysius 
A Ministry of Mercy Education Ltd

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The United Nations Convention on the Rights of the Child (UNCRC) outlines 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, harm 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 Service. Our Out of School Hours Care (OSHC) Service embeds the National Principles for Child Safe Organisations and promotes a culture of safety and wellbeing to minimise the risk of harm to children whilst promoting children's sense of security and belonging.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is respected
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 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.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
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
82	Tobacco, drug and alcohol-free environment
83	Staff members and family day care educators not to be affected by alcohol or drugs

84	Awareness of child protection law
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
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	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
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
171	Policies and procedures to be kept available

RELATED LEGISLATION

Children & Young People (Safety) Act 2017	Child Safety (Prohibited Persons) Act 2016
<u>Statutes Amendment (Child Sexual Abuse) Act 2021</u>	

RELATED POLICIES

Child Protection Policy	Physical Environment Policy
Code of Conduct Policy	Probation Induction and Orientation Policy
Cyber Safety	Recruitment Policy (SA)
Delivery of Children to, and Collection from Education and Care Service Premise Policy	Safe Arrival of Children Policy
Emergency and Evacuation Policy	Safe Storage of Hazardous Chemicals Policy
Excursion/Incursion Policy	Safe Transportation of Children Policy
Furniture and Equipment Safety Policy	Staffing Arrangements Policy
Injury, Incident, Trauma and Illness Policy	Student, Volunteer and Visitor's Policy
Interactions with Children, Families and Staff Policy	Sun Safe Policy
Medical Conditions Policy	Supervision Policy
Mercy Education Ltd Code of Conduct	Technology Policy
Nutrition and Food Safety Policy	Tobacco Drug Alcohol Free Policy
Photograph Policy	Water Safety Policy
	Work, Health and Safety Policy

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. Our OSHC Service provides children and staff with an environment free from the use of tobacco, alcohol and illicit drugs.

SCOPE

This policy applies to children, families, staff, volunteers, students, educators, approved provider, nominated supervisor, Responsible Persons, 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. (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 Service policies and procedures and understood and practiced by all children, young people, families, educators, staff, visitors, volunteers and students.

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

KEY TERMS - DEFINITIONS

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.
Disclosure	The process where a child or young person conveys or attempts to convey that they are

being or have been harmed.

Harm	Section 17 of the Safety Act defines ‘harm’ to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual abuse or physical, mental or emotional harm or neglect.
Information sharing	Refers to sharing or exchanging information, including personal information about or related to, harm 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 notifier	<p>A person who is required to notify known and suspected cases of harm or risk of harm to a child to the Child Abuse Report Line (CARL) on 13 14 78.</p> <p>All teachers and staff working within an education and care setting are mandated notifiers.</p>
Mandatory reporting	The legislative requirement for selected classes of people to report suspected cases of harm and risk of harm.
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.
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 (WWCC)	People over the age of 14 years working or volunteering with children in South Australia must, by law, have a valid, not prohibited Working with Children Check. A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information.

Definitions sourced from

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

Government of South Australia. (2022). Human Services. *Creating a child safe environments policy*.

COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE (NATIONAL PRINCIPLES 1-10)

Our OSHC Service is committed to being a child safe organisation placing the protection of children as a priority of our responsibilities and obligations. Our *Child Safe Environment Policy* complies with the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe

Organisations. The Child Safe Standards recommended by the Royal Commission provide guidance for our Service to ensure our policies and procedures, strategies and attitudes, ensure children's safety is paramount and that we continue to improve our child safe culture and practices.

Our OSHC Service has a zero tolerance to harm or risk of harm to a child or young person, and we are committed to the safety, participation and empowerment of all children. We ensure all staff, educators, volunteers and students have undertaken current child protection training and understand their obligations as mandatory reporters. 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 as detailed in our *Interactions with Children, Families and Staff Policy*. We respond to any concerns, disclosures, allegations or suspicions of harm by reporting to the Department for Child Protection's Child Abuse Report Line.

We are committed to diversity and welcome all children and young people regardless of their abilities, sex or social economic or cultural background.

Our 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; Code of Conduct; Interactions with Children, Families and Staff]

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, students, employees, volunteers, families and children and young people. (Reg. 170). Our policy folder is available at the service located in the OSHC center. We welcome and encourage children, young people and families 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
- allegations/grievance procedures
- sun safety
- written authorisations- parenting orders
- code of conduct
- inclusivity and supporting children and young people with diverse needs.

We promote a respectful, child safe culture where children concerns are always responded to, and children and

young people feel empowered to participate in decisions and provide feedback to educators and staff. Our 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 about the type of support they may require to participate in the complaints procedure.

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

CODE OF CONDUCT (NATIONAL PRINCIPLES 4 AND 6)

Management, educators and staff will adhere to the Mercy Education Ltd *Code of Conduct Policy* in which all staff of St Aloysius College are required to sign their understanding and agreement.

Management, educators, staff, volunteers and students will adhere to our OSHC 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.

All educators and staff will:

- promote a culture of child safety and wellbeing in all aspects of our OSHC Service's operations.
- adhere to our *Child Safe Environment Policy*, *Child Protection Policy* at all times.
- ensure all staff, educators, volunteers and students have undertaken current child protection legislation training.
- provide adequate supervision of children at all times.
- ensure the safe use of online environments
- take reasonable action to protect children and young people from harm and risk of harm
- ensure the service premise is free from the use of tobacco, illicit drugs and alcohol.
- be responsible for their own, and others health and safety.
- be a positive role model to children and young people.
- respect children and young people's privacy and dignity at all times.
- listen and respond appropriately to the views and concerns of children and young people
- report any allegations of harm or risk of harm to CARL as mandatory reporter and make an internal report after you have reported to CARL.
- notify the approved provider and/or the regulatory authority within 24 hours of any serious incident or complaint as per the National Regulations.
- encourage children and young people to 'have a say' on issues that are important to them.

Staff, educators, students and volunteers must:

- not discriminate against any child or young person, because of age, gender, cultural background, race, ethnicity or disability
- not put children or a young person at risk of harm- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos)
- not develop any 'special' relationships with children or young people that could be seen as favouritism such as the offering of gifts or special treatment
- not be under the influence of drugs or alcohol while working; bring alcohol or drugs onto the premises
- not smoke or vape in or on surrounding areas of the Service.

[Primary policies – Code of Conduct; Privacy and Confidentiality; Probation Induction and Orientation; Technology; 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 staff and educators are provided with a comprehensive induction process which outlines our Code of Conduct, identifying and responding to harm and risk of harm, grievance processes, and work health and safety. New employees (including the nominated supervisor and staff members), students and volunteers are to familiarise themselves with the Child Protection Policy to understand the Child Protection Law and their obligations and mandatory reporting duties to ensure the safety and well-being of children at the service.

[Primary policies- Probation Induction and Orientation Policy; Recruitment]

WORKING WITH CHILDREN CHECK (NATIONAL PRINCIPLE 5)

Working in conjunction with the Child Safety (Prohibited Persons) Act 2016 and Education and Care Services National Regulations, the safety, welfare and wellbeing of children is paramount within our Service and community. A Working with Children Check (WWCC) issued by the Screening Unit of the Department of Human Services is a requirement for people who work in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a Working with Children Check is either Not Prohibited and is valid for five years, or prohibited, which means they cannot work with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

We are registered with the Department of Human Services (DHS) Screening Unit and link all Working with Children Checks. We also verify all staff, educator, students and volunteer Working with Children Checks in accordance with the *Child Safety (Prohibited Persons) Act 2016*. Management is responsible for the periodic review and maintenance of up-to-date records of volunteer, staff, and educator's Working with Children Check, including the Working with Children Check number and the date on which each Working with Children Check expires. Once an employee provides their *Not Prohibited* Working With Children Check, management will verify the Working With Children Check with the DHS Screening Unit to ensure that it is valid and current. The Working with Children Check will be placed in the individual's file. For existing staff and educators, we will verify they have renewed their Working with Children Check every 5 years and record the status as *Not Prohibited*.

Management will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal

offence, child protection information, or disciplinary or misconduct information. Management will verify all student and volunteer WWCCs prior to placement. Any visitor who has direct contact with children will be required to provide a WWCC for verification prior to coming into contact with children (*best practice*). 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]

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 at all times consistently, while 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 or young people. Consideration will be made for the different ages and abilities of children and young people, 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 will complete the following daily checklists to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child: indoor safety checklist, outdoor safety checklist.

Any findings that require attention will be either dealt with immediately or submitted into the maintenance book depending on priority. The Approved Provider/ Nominated Supervisors and Principals of primary schools must be notified of any areas that need immediate attention within the Service venue.

[Primary policies – Code of Conduct, Supervision, Health and Safety, Staffing Arrangement, Supervision]

Supervision of Children: Procedures for Staff

The safety of children is paramount. Staff have an essential role in the safety of children through their vigilant, alert supervision of children. Staff must be proactive in foreseeing risks and providing preventative intervention when needed. Children are not permitted to simply wander off by themselves or in a group without staff supervision. The safety provisions of the whole site being locked up except through the front door do not apply, hence OSHC staff must be extra vigilant and more care taken with supervision and accountability of children.

OSHC Director/OSHC Assistant Director or Person In Charge must carry out ongoing attendance checks throughout the hours of operation. If the check does not tally with the attendance sheets, the OSHC Director must be immediately notified. A roll call must be taken immediately to establish which child is missing. If the

child cannot be located within a few minutes, a Deputy Principal or the Principal of St Aloysius College is to be contacted immediately.

When the OSHC/Vacation Care child group is divided into two or more groups of children it is very important that each child is assigned to an educator.

Each educator shall carry a list of the names of all children for whom they are responsible. Educators have access to walkie talkie or one of two mobile phones, depending on where they are.

Student movement from one group to another

- If a child wishes to move from one group to another (e.g. - from the playground to the OSHC Centre in A21), before the child moves, the current supervising educator shall successfully contact the educator at the destination via walkie talkie and advise that the child is on her way to the other group.
- The child is then to be informed that she must go directly to the next location without going anywhere else and, upon arriving, must go to the OSHC Centre educator to have her name and arrival time recorded on their sheet.
- The OSHC Centre educator at the current location will record the time the child left the group. The OSHC educator at the destination will record the child's name and the time she arrives. If the child does not arrive within three minutes, the educator at the destination location will notify the OSHC Director/OSHC Assistant Director or Person in Charge.
- Extra vigilance is needed when supervising outdoors.
- If a child needs to go to an outside toilet, the child must be accompanied by another child. The supervising educator shall record the time the children go and if not back within a reasonable time, notify the OSHC Director/OSHC Assistant Director or Person in Charge immediately.
- To ensure proper and professional supervision of children, staff are not to use their mobile phone or other device when supervising children, except for the purposes of an OSHC Centre emergency or for a phone call with another OSHC Centre educator regarding a work matter.

Other Duty of Care Matters:

- Do not leave your designated area unsupervised. If you need to leave your designated area, you must get another educator to supervise.
- Position yourself to ensure you have a full view of the area you are supervising.
- Do not allow interaction with children to affect your supervision.
- Do not allow distractions to affect your supervision.
- Be conscious of hazards and continuously assess the possible risk of injury.
- Report any accident or incident to the OSHC Director/OSHC Assistant Director or Person In Charge immediately.
- Enforce the College's restorative practices approach to the code of behaviour
- Ensure children have no contact with outside persons.
- Implement activities and encourage participation from all children.
- Ensure children show respect to persons and property.
- Encourage children to respect the environment.
- Allow only safe, fair play.
- Staff should lead by example and show consideration and respect for others

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 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*.

All management (with direct responsibility or contact of children or young person), educators and staff, volunteers and students are mandatory notifiers and have a legal obligation to notify the Department for Human Services if they suspect a child or young person is, or may be at, risk of harm. Notification must be made to the Child Abuse Report Line (CARL) on 13 14 78 or if at immediate risk, report to South Australia Police (SAPOL) on 000. All reports of suspected child sexual abuse are to be made to the SA Police. Neglecting these obligations could potentially be deemed a criminal offence.

All staff and educators 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 South Australia 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 harm and risk of harm to a child or young person. Coordinators or responsible persons in day-to-day charge must complete a course in child protection approved by the Regulatory Authority on an annual basis. All staff must refresh their knowledge about mandatory reporting each year.

To protect children and young people and ensure their safety, welfare and wellbeing, management is responsive to report allegations or convictions of harm or risk of harm to a child or young person and child related misconduct by any staff member, educator, volunteer or contractor to the screening unit in the Department of Human Services. [\[Safe environments for children and young people\]](#).

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]

REPORTING AND RESPONDING TO GENERAL COMPLAINTS (NATIONAL PRINCIPLE 6)

Feedback from children, young people, families, educators, staff and the wider community is fundamental in creating an evolving Childcare Service working towards the highest standards 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)

We aim to investigate all complaints and grievances with a high standard of equity and fairness. Our OSHC Service believes in procedural fairness and natural justice that govern the strategies and practices, which

include:

- The right to be heard fairly
- The right to an unbiased decision made by an objective decision maker
- The right to have the decision based on relevant evidence.

The approved provider will place a prominently displayed notice in the entry area of our 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 or South Australian Equal Opportunities Commissioner (for complaints relating to discrimination - www.eoc.sa.gov.au (08) 8207 1977) for further assistance.

[Primary policy – Dealing with Complaints]

RISK ASSESSMENT & RISK ASSESSMENT TOOL (NATIONAL PRINCIPLE 8)

It is a legislative requirement that all services 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 (through the National Principles for Child Safe Organisations) and Education and Care National Regulations are embedded across our Service. 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 Coordinators or Responsible persons in day-to-day charge to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/incursion. Children's safety must be incorporated into everyday practice within the OSHC Service. 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
- non-compliance risk
- hot drinks
- transportation of children and young people (regular outing and regular transportation)
- excursions
- organisation culture (child-safe culture)
- physical contact
- training
- online activities
- electrical devices (photographs/videos)
- privacy and confidentiality
- potential emergencies
- natural disasters
- safe arrival of children

To maintain a child safe environment, all staff and educators will adhere to our OSHC Service policies and procedures and conduct the following checklist and audits: including risk assessment, lodging maintenance requests and excursion risk assessments.

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

EMERGENCY AND EVACUATION PROCEDURES

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 and Evacuation Policy]

ARRIVAL AND DEPARTURE AUTHORISATION

Our OSHC Service prioritises children's safety at all times. Staff and educators will only release children or young person, 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 and *Student, Volunteers and Visitor's Policy* to ensure children feel safe and secure at all times. For young children who first start before school care and existing young children, educators will escort them to their classrooms after Before School Care and collect them from classrooms for After School Care.

To ensure children's safety, staff and educators have a clear understanding of their legal obligation to check identification when a person is collecting a child from their residence or venue. To maintain compliance, parents, staff and educators will complete an alternate collection form if they authorise a person who is not on their emergency contact form to pick up their child.

[Primary policies - Delivery of children to and Collection from Education and Care Premises; Safe Arrival of Children; Student Volunteers and Visitor's]

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, staff, educators, families and community. Management ensures anti-virus and internet security systems are installed to block access to unsuitable web sites, newsgroups and chat rooms. Educators model and monitor the safe use and navigation of online platforms and technology through educational programming. In line with the Primary school, Minecraft is only able to be used in Creative Mode.

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.

Personal mobile phones are not used to take photos or video of children or young people 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. Educators model and monitor the safe use and navigation of online platforms and technology through educational programming.

[Primary policies – Cyber Safety; Technology; Privacy and Confidentiality, Code of Conduct]

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, 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 Reception 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]

STORAGE OF HAZARDOUS SUBSTANCES

We reduce the risk of harm to children, young people 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.

Out of School Hours Care educators will keep a register of hazardous chemicals used within the service, including Safety Data Sheets (SDS).

To maintain a safe environment for children and young people, the following audits and checklists are conducted: Safe Storage of Hazardous Chemicals and Poisons audit, Medication storage audit

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

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, student and volunteers understand and effectively implement our policies and procedures to provide a child safe environment at our OSHC Service. Our policies are reviewed annually and a new Child Safe Environment Compliance Statement will be lodged with the Department of Human Services every 5 years or whenever a policy is adjusted.

We will regularly review and monitor the effectiveness of our Child Safe policies and procedures and invite children, young people, staff members, educators, families and communities to contribute to their development. Any updates or revisions will be communicated to all stakeholders.

SOURCES

Australian Children's Education & Care Quality Authority. (2014).

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Australian Human Rights Commission (2020). *Child Safe Organisations*. <https://chidsafe.humanrights.gov.au/>

Children and Young People (Safety) Act 2017

Child Safety (Prohibited Persons) Act 2016

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Criminal Law Consolidation Act 1935

Education and Care Services National Regulations. (Amended 2023).

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Government of South Australia. Department of Human Services. Guideline to writing a policy

Government of South Australia. Department for Child Protection <https://www.childprotection.sa.gov.au/>

Government of South Australia. Department of Child Protection. Information sharing guidelines.

National Principles for Child Safe Organisations

Revised National Quality Standard. (2018).

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

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REVIEW

POLICY REVIEWED BY	Jacqui Mcilroy	Nominated Supervisor	10/12/2023
POLICY REVIEWED	NOVEMBER 2023	NEXT REVIEW DATE	NOVEMBER 2024
VERSION NUMBER	V2.11.23		
MODIFICATIONS	<ul style="list-style-type: none"> • Policy reviewed following recommendations of wording and inclusions from DHS regarding the Child Safe Environments Compliance Statement (CSEC) • annual policy maintenance • updated content to reflect NQF review and legislation changes re: embedding the National child safe principles; child protection law • additional related policies added • sources updated as required 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
SEPTEMBER 2022	New policy drafted for services in South Australia	NOVEMBER 2023	

Disclaimer:

This draft policy has been written to assist services comply with the Education and Care National Regulations (Regulation 168) and support services to lodge their child safe environments compliance statement with the Child Safe Environments - Department of Human Services.

Lodging your child safe environment compliance statement can be completed through the online CSEC system. See:

www.dhs.sa.gov.au/cse

Services will need to provide policies that support the Child Safe Environment Policy to assist their lodgment- (for example: Recruitment, Code of Conduct, Child Protection, Interactions with Children, Families and Staff, Dealing with Complaints). Policies must align with SA legislation.