CatholicCare
DIOCESE OF BROKEN BAY

Children's Services

Child Safe Environment

Policy

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What do we believe?

At CatholicCare Diocese of Broken Bay, we are committed to the safety and wellbeing of children and hold this at the centre of our decision making and practice. We believe in the principle of paramountcy of the safety of children. This means that the safety, wellbeing, and best interests of the child are the primary consideration in all decisions, actions, and practices. Where there is a conflict between the interests of a child and those of adults or the organisation, the child's safety and wellbeing will always come first.

We believe that safeguarding children is a shared responsibility across all levels of the organisation. Creating and maintaining child safe environments requires ongoing commitment, reflective practice, strong governance and a culture of vigilance, accountability, and care.

We recognise that children thrive in environments where they experience secure, respectful, and positive relationships. We are committed to fostering inclusive environments that respect diversity, uphold dignity, and promote equity for all children, including Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds.

We believe in the principle of child paramountcy. This means that the safety, wellbeing, and best interests of the child are the primary consideration in all decisions, actions, and practices. Where there is a conflict between the interests of a child and those of adults or the organisation, the child's safety and wellbeing will always come first.

We are committed to continuous improvement and to embedding child safe practices that are proactive, responsive, and aligned with legislative and safeguarding standards.

What are we going to do?

We are committed to actively creating and maintain child safe environments that minimise risk and promote the safety, wellbeing, participation, and empowerment of all children. We will achieve this through proactive risk assessment, maintaining safe and well supervised environments, ensure staff follow safety measures, embedding child safe standards into everyday practice, ensuring staff and volunteers are appropriately screened and trained, encouraging children to express their views and concerns, and responding promptly and appropriately to any identified risks, concerns, or allegations relating to child safety.

How will it be done?

The physical environment

To promote a safe physical environment, we will:

- Ensure all equipment and materials used at the service meet relevant safety standards.
- Remove, repair or replace worn and damaged buildings, structures, equipment and resources which may provide a safety risk for children in a timely manner
- Educator's Conduct and complete open and close checklists.
- Ensure learning environments are established that provide appropriate child groupings, sufficient space, and include carefully chosen and well-maintained resources and equipment.

- Organise indoor and outdoor spaces to ensure risks to health and safety are minimised.
- Ensure that there is always effective and adequate supervision available.
- Complete a WHS risk checklist of the service environment on a quarterly basis to determine any risks to children's health and safety.
- Analyse, evaluate, and eliminate or mitigate the risks associated with identified hazards
- Review risk assessments after any serious incident report is made to the Regulatory Authority or if there is a near miss and every 12 months.
- Ensure smoking, vaping and e-cigarettes are banned within the grounds of, and within the legislated distance of any entrance of an enclosed public space
- Ensure secure storage of hazardous products, including chemicals and medications
- Ensure regular monitoring of the environment and to ensure the needs of the children are met

Digital technologies and the online environment

To promote a safe digital environment, we will:

- Refer to the *Safe Use of Digital Technologies and Online Environments Policy*.
- Children will have online safety embedded into our educational programs.
- We will adhere to the National Model Code and Guidelines, and the Education and Care Services (Supply, Authorisation and Use of Devices) Order 2025, to comply with the effective and safe use of authorised digital and personal devices in daily practice.
- Staff, students, volunteers and families will be informed regarding child safety risks and considerations for authorised use of personal and service devices in the centre.
- Only service-issued electronic devices should be used when taking images or videos of children while providing education and care.
- Taking, sending and storing images or videos of children will occur in accordance with the *Safe Use of Digital Technologies and Online Environments Policy*. Personal electronic devices for staff, including mobile phones, smart watches, tablets, and wearable technology, are not permitted while working within the service. Where the use of a personal device is required, written authorisation must be obtained, and all requirements outlined within the *Safe Use of Digital Technologies and Online Environments Policy* must be followed.
- Personal electronic devices for children are not encouraged while children are attending the service. Where a child requires access to a personal device due to medical needs or parent requirements, written consent must be provided, and all expectations and procedures outlined within the *Safe Use of Digital Technologies and Online Environments Policy* must be followed.

Curriculum decisions

When planning for children's learning and development, staff will:

- Ensure that children participate in decision making in matters affecting them – such as project work, environment set up, etc.
- Ensure that an approved framework is followed and is used to inform their decisions.

- That the 10 Child Safe Standards underpin the service environment and are considered in such aspects as communicating to families, screening online websites and platforms used at the service, and room set up allowing adequate supervision at all times.
    - Ensure that the *United Nations Convention on the Rights of the Child* is considered as well as the wellbeing of each child.
- Uphold the principle of paramountcy by ensuring the safety, wellbeing, and best interests of children are the primary consideration in all curriculum decisions, interactions, and practices.
- Where a Nominated Supervisor determines that a pet is appropriate for the service, they must ensure a risk assessment is conducted that considers the wellbeing of the pet, as well as the safety, health, and wellbeing of all children attending the service. Children's allergies must be taken into consideration, and consultation with children, families, and the broader service community must be undertaken prior to the introduction of any pet into the service.

Recruitment and staff requirements

When recruiting for staff, management & Recruitment will:

- Ensure child safe recruitment practices, screening processes, and suitability assessments for all staff and volunteers are undertaken in accordance with current legislation and organisational policy, both at the time of engagement and as an ongoing requirement. This includes:
    - Comprehensive reference checks that include child protection focused questions.
    - Thorough phone screening processes that incorporate child protection focused questions.
    - Structured interview processes with child protection focused questions embedded throughout, including at the commencement of the interview.
- Working with Children Check, and a national police history check details must be verified and included on volunteer staff records.
- Ensure rigorous induction processes for staff, volunteers and students that embed Child Safe Standards and practices of a child safe culture.
- Complete pre-employment child protection training (*if applicable to their role*), and annual refresher training through our safeguarding team.
- Ensure staff have completed the National Mandatory Child Safety Training and that this is stored in their staff file.
- Upload training onto BOB to ensure a training register of all staff.
- Respond proactively to emerging staff performance concerns.
- Advertisement for positions will include CatholicCare's *Child Paramountcy Statement*.

Supervision

To promote active supervision, we will:

- The Nominated supervisor or Person in day-to-day charge will ensure sufficient numbers of educators are employed to always ensure adequate supervision of children. Employing more educators if required.
- Nominated supervisor or Person in day-to-day charge will manage rosters to not only ensure that adequate numbers of suitably qualified educators are on duty to meet ratio and qualification requirements, duty of care implications and the paramount consideration to ensure adequate supervision at all times.

- Accurate daily attendance records, including arrival and departure times and authorised collection details, are maintained at all times of children. Attendance records and active supervision practices are used to ensure all children are accounted for throughout the day, including during transitions, routines, indoor and outdoor play.
- An accurate working directly with children record will be kept for room within the ELC program's and for each session for our Outside of school hours program.
- Where the service's program involves simultaneous use of indoor and outdoor environment, educators will have an articulated process to ensure adequate supervision of children in both environments.

Child protection

To ensure an active culture of child protection, we will:

- All educators and volunteers of our service are Mandatory Reporters and are required to report to the Child Protection Helpline if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concern about the safety, welfare or wellbeing of a child or young person. See the *Agency – Child Protection & Risk of Significant Harm Practice Guidelines*.
- The Mandatory Reporter Guide (MRG) will be used, to guide decision making and determine whether to report to the Child Protection Helpline.
- Practice Managers and Approved Provider will ensure Child Safety will be a standing agenda item in team meetings, where current child protection legislation, such as mandatory reporting requirements and obligations are discussed as well as strategies the service and organisation IS using to keep children safe.
- Nominated supervisors will ensure that Visitors sign in/out of the Visitors log. Their arrival and departure times and signatures are to be recorded. If applicable their Working with children check (WWCC) is recorded.
- Nominated supervisors will ensure any court orders relating to a child/ren enrolled at the service will be communicated to all educators that work at the service where appropriate.
- Nominated Supervisor Ensure that all staff including educators, students and volunteers have current, verified working with children checks and are added to the worker's register.
- Nominated supervisors will ensure that staff at their service are given training on child protection law and any obligations they have under that law.
- Ensure risk management strategies are in place to support and protect the rights, interests, safety and well-being of all children.
- All Staff should refer to the *Child Safe Policy*.
- All educators and volunteers are required to familiarise themselves with relevant child protection legislation, including the Children and Young Persons (Care and Protection) Act 1998 and the Child Protection (Working with Children) Act 2012. Educators and volunteers must take appropriate action where they have reasonable grounds to suspect a child or young person is at risk of significant harm, or where they have concerns regarding the safety, welfare, or wellbeing of a child or young person.
- Staff will undertake training to effectively:
    - Make appropriate responses to all disclosures of abuse and any allegation of abuse against staff members of the service
    - Understand the responsibilities and processes as a mandatory reporter
    - Meet legal obligations under section 166A and engage in appropriate conduct and interactions at all times

- Be able to recognise the factors that increase a child's vulnerability to maltreatment
- Be aware of the vulnerabilities which may indicate a need to assess, monitor or change the behaviour of individuals in relation to children and young people within organisations
- Implement procedures for releasing children only into the care of authorised persons.

- Maintains a confidential Child Protection Register to record all concerns, disclosures, allegations and incidents relating to child safety. This register includes actions taken and outcomes and is securely stored and regularly reviewed by the Nominated Supervisor or Approved Provider.
- The NSW Department of Education reporting decision tree, *Responding to incidents, disclosures and suspicions of child abuse*, will be used alongside the Mandatory Reporter Guide to guide the responses to any incident, disclosure or suspicion of child abuse. Nominated Supervisors will ensure that the reporting decision tree is displayed in the staff area or staff office and remains accessible to all staff at all times.

Children clothing and footwear

When attending the service, children's clothing needs to be comfortable, non-restrictive and safe for play.

- Therefore, families should provide clothing that is:
- Appropriate for the weather. It is important to supply extra clothes in case of unexpected weather changes.
- Suitable for messy play, such as painting and digging in the sandpit.
- Non-restrictive and allows children to freely engage in activities such as running and climbing.
- Easy to remove for independent toileting. Children should be dressed in clothes that are easy to take on and off so that they can quickly access the toilet when necessary. Families are encouraged to supply extra clothing in case of toileting accidents.

It is important to be aware that necklaces and dangling earrings in pierced ears can be dangerous. If children are wearing earrings, families should ensure they are small and have no sharp points. It is preferable that children wear stud-type earrings. Necklaces should not be worn.

Young children's feet grow rapidly and therefore require special attention to keep them healthy. This includes ensuring that they have appropriate footwear for play. When supplying footwear for childcare families should keep the following in mind:

- Babies only need socks for warmth as they allow the feet to grow normally.
- Toddlers do not need shoes indoors as going barefoot or wearing only socks allows feet to grow normally.
- Shoes should protect feet from injury or cold but still allow freedom and mobility.
- Thongs or sandals with slippery soles are not recommended for outdoor play as they can be dangerous when running and using climbing equipment.

Preventing other harms and hazards

We will ensure that we:

- Conduct service risk assessments that are specific to the service environment, routines and practices. These assessments identify and address risks to children, including supervision, physical contact, toileting, excursions and online environments, and are reviewed following any incident or identified concern.
- Approved Providers and Nominated Supervisors identify and manage risks to support child safety and follow the Child Safe Standards and child safe reforms.
- Risk assessments are conducted for excursions and transportation provided or arranged by the service in conjunction with the service's Excursions and/or Transportation of Children policies.
- Risk minimisation practices are in place for the management of medical conditions in conjunction with the service's *Medical Conditions Policy*
- Emergency evacuation plans specific to the service are implemented in conjunction with the Children Service's *Emergency Evacuation Policy*
- If staff consume hot drinks, they are made and consumed away from children.

Risk assessing involves identifying potential hazards, assessing the likelihood and severity of harm, and implementing control measures to minimize risks. It's a crucial process for ensuring the safety and well-being of children in care, requiring ongoing vigilance and a proactive approach.

We reduce risk by:

- Ensuring that our services risk assessments area of potential hazards and harm e.g., sleep and rest, safe arrival and departures and supervision.
- Ensuring that policies are reviewed, up to date and accessible to Educators
- Ensuring that OSHC services are completing and reviewing the Monthly Compliance workbooks and both ELCs and OSHC services are completing all required safety checklists.
- Ensuring that during the Induction process that new employees are made aware of and understand their role in reporting any incident relating to keeping children safe and the role of the Safeguarding department within CatholicCare

Child Safe Standards

The Child Safe Standards provide a benchmark against which organisations can assess their child safe capacity and set performance targets. The Standards provide tangible guidance for organisations to drive a child safe culture, adopt strategies and act to put the interests of children first, to keep them safe from harm.

The 10 Child Safe Standards are:

- Child safety is embedded in organisational leadership, governance, and culture.
- Children participate in decisions affecting them and are taken seriously.
- Families and communities are informed and involved.
- Equity is upheld and diverse needs are taken into account.
- People working with children are suitable and supported.
- Processes to respond to complaints of child abuse are child focused.
- Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training.
- Physical and online environments minimise the opportunity for abuse to occur.

- Implementation of the Child Safe Standards is continuously reviewed and improved.
- Policies and procedures document how the organisation is child safe.

Each service completes a self-assessment on their environments, practices and knowledge when working through the self-assessment tool. These are used to guide the teams to areas of high priority. The areas are then used to review and develop actions to improve. Further information can be found in the *Agency Child Safe Policy*.

Safe arrival & departure of children

We will provide a safe environment for children when they move to, from and in between an education and care service, a school or any other education or early childhood service.

We will ensure:

- A risk assessment for the safe arrival of children has been prepared.
- The risk assessment must be conducted at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between an education and care service and any other education or early childhood service.

The risk assessment must consider the matters set out below:

a. The age, developmental stage and individual needs of the child/ren;

b. The role and responsibilities of the service in which the child is entering or leaving;

   i. The role of the nominated supervisor of the service;

   ii. The role of the educators

   iii. The child's parent;

   iv. An authorised nominee named in the child's enrolment record;

c. The communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel;

d. The procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel;

e. Given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision;

f. The proposed route and destination, including any proximity to harm and hazards

g. The process for entering and exiting the service premises. the pick-up location or destination (as required);

h. The procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).

See *Safe Arrival and Departure of Children in Extra Curricular Activities Risk Assessment*, and for further information refer to the *Safe Arrival & Departure of Children Policy*.

Maintenance and safety checks

All educators share responsibility for maintaining a safe environment. We will ensure that:

- Service daily safety checks are completed before children arrive to ensure all areas are safe. Educators are required to sign off on all completed safety checks.
- An end of day service check is completed to ensure the environment is left clean and tidy, and to confirm that all children have been signed out and collected. Educators are required to sign off on all completed safety checks.
- Any identified hazards are addressed immediately. If a hazard cannot be rectified straight away, adjustments must be made to ensure the area remains safe for children, and a maintenance request must be submitted.
- Any item identified as hazardous is removed or isolated immediately. Damaged items must be safely disposed of or stored securely until repaired or replaced.
- Nominated Supervisors monitor and follow up maintenance requests, consult with management regarding larger maintenance issues, and ensure hazards are addressed within a reasonable timeframe.
- Nominated Supervisors ensure a quarterly WHS inspection of the building and outdoor environment is conducted. A copy of the inspection must be provided to the Practice Manager and the WHS team. Inspections must also include checks of first aid kits and supplies.
- Ongoing maintenance is carried out regularly to ensure the environment remains safe, clean, and well maintained. This may include internal cleaning, gardening and cleaning of pathways, commercial cleaning of carpets, fans, lighting, and windows, periodic carpet cleaning, regular pest control, and ongoing safety checks of the environment and equipment.
- Risk assessments must be completed for any experiences, activities, or equipment used with children that may be hazardous or pose an increased safety risk. This may include playground equipment, cooking experiences, woodworking activities, arts and crafts, or other activities requiring additional supervision or safety considerations.

Use and storage of potentially dangerous products

Educators will ensure potentially dangerous products, chemicals, equipment and personal items are inaccessible to children at all times. This includes:

- Using the least hazardous and most environmentally friendly products where possible.
- Storing chemicals, cleaning products, medications, batteries, tools, knives and other dangerous items in secure areas inaccessible to children.
- Ensuring all hazardous substances are clearly labelled, stored in their original or approved containers, and returned to secure storage immediately after use.
- Keeping Safety Data Sheets (SDS) and a chemical register for all chemicals used at the service in accordance with CatholicCare Work Health and Safety Practice Guidelines.
- Ensuring children are not exposed to fumes, sprays, or unsafe use of chemicals and cleaning products.
- Ensuring cleaning products and dangerous items are never left unattended or accessible to children.
- Checking that plants and gardening materials used at the service are safe for children, and ensuring safe gardening practices are followed.

- Keeping personal belongings, including bags and personal items, inaccessible to children.
- Providing close supervision whenever potentially dangerous items are used near children.

For information regarding poisoning or exposure to hazardous substances

Who is responsible?

Roles	Responsibilities
Approved Provider	• Understand their responsibility under the child safety reforms and Reportable Conduct Scheme (NSW specific) • Ensure the service operates in line with the Education and Care Services National Law and National Regulations with regard to the delivery and collection of children at all times • Ensure employment recruitment, screening and suitability processes for the nominated supervisor are maintained, including reference checks, to meet policy and legislated requirements • Ensure all staff have access to mandatory and relevant professional development • Ensure that the Nominated Supervisor and staff members at the service who work with children are advised of current child protection legislation, its application, and any obligations that they may have under that law (Regulation 84) • Ensure risk assessments and action plans are completed, and all identified actions are taken to minimise risk • Promote a culture of where children's rights, interests, safety and wellbeing underpin all aspects of the service's operations • Take reasonable steps to ensure all staff area aware of their role and responsibilities, and that nominated supervisors, educators and staff follow service policies and procedures.
Practice Manager	• Understand their responsibility under the child safety reforms and Reportable Conduct Scheme (NSW specific) • Ensure the service operates in line with the Education and Care Services National Law and National Regulations. • Ensure all staff have access to mandatory and relevant professional development • Ensure that the Nominated Supervisor and staff members at the service who work with children are advised of current child protection legislation, its application, and any obligations that they may have under that law (Regulation 84) • Promote a culture of where children's rights, interests, safety and wellbeing underpin all aspects of the service's operations. • Take reasonable steps to ensure all staff area aware of their roles and responsibilities, and that nominated supervisors, educators and staff follow service policies and procedures.

Roles	Responsibilities
Nominated Supervisor	• Ensure all educators, volunteers and students complete the National Mandatory Child safe Training • Understand their responsibility under the child safety reforms and Reportable Conduct Scheme (NSW specific) • Ensure risk assessments and action plans are completed, and all identified actions are taken to minimise risk • Ensure a training register is complete for all staff • Take reasonable steps to ensure all staff area aware of their role and responsibilities, and that nominated supervisors, educators and staff follow service policies and procedures • Support educators and staff to make decisions that put children's rights, interests, safety and wellbeing first • Follow all record-keeping requirements • Continuously monitor and maintain staff to child ratios to ensure adequate supervision of children • Ensure employment recruitment, screening and suitability processes are maintained, including reference checks, to meet policy and legislated requirements • Identify and provide appropriate resources and training to assist staff, contractors, visitors, volunteers and students to implement this policy (refer to Sources) • Keep up to date and comply with any relevant changes in legislation and practices in relation to this policy • Cooperate with other services and/or professionals in the best interests of children and their families • Ensure that families are made aware of support services available to them and of the assistance these services can provide • Ensure that all staff who work with children are supported to implement this policy in the service • Protect the rights of children and families and encourage their participation in decision-making at the service • Ensuring risk management strategies are understood and adhered to. • Ensure that a child protection register is completed
Educators / Students / Volunteers	• Act in accordance with the obligations outlined in this policy • Continuously monitor and maintain staff to child ratios to ensure adequate supervision of children • Ensure children and young people participate in decision making in matters affecting them, including in relation to safety issues and risk identification • Raise concerns when barriers or threats to the protection of children and young people's rights, interests, safety and wellbeing are identified, including through the conduct of other adults at the site/service • Keep up to date and comply with any relevant changes in legislation and practices in relation to this policy • Follow all record keeping requirements • Undertake appropriate training and education on child protection • Identify any potential for risk and harm to a child at the service and develop and implement effective prevention strategies in consultation with the approved provider and the nominated supervisor • Co-operate with other services and/or professionals in the best interests of children and their families • Inform families of support services available to them, and of the assistance these services can provide • Ensure that no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at the service • Implement the procedures for reporting suspected child abuse • Notify the nominated supervisor or the approved provider immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at the service • Offer support to the child and their family, and to other and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at the service • Maintain confidentiality at all times • Adhere to all service policies that adhere to the Child Safe Standards • Understand and adhere to risk management strategies for the relevant children in their care.

Roles	Responsibilities
Parents / Guardians	• Read and comply with this policy • Report any concerns, including in relation to potential for child abuse, to the Nominated Supervisor.

National Quality Standards (NQS)

Quality Area 2: Children's health and safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.23	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
S.3A	Paramount consideration
S.4	How functions to be exercised
S.5	Meaning of serious incident
S.162A	Child Protection Training Offence relating to child protection training
S.162B	Child Safety Training
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
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
S. 174AB	Approved provider must notify Regulatory Authority of event under section 174AA
Part 6A	Devices in education and care services
S. 178	Suspension of education and care by certain persons
S. 178A	Supervision of certain persons providing education and care
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

Education and Care Services National Law and National Regulations	
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
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
	Education and care services (supply, authorisation and use of devices) order 2025
	National Model Code

Related documents

CatholicCare policy and practice guidelines

- *Child Safe Policy*
- *Child Protection & Risk of Significant Harm Practice Guidelines*
- *No Smoking Policy*
- *Staff Alcohol Drugs and Medications Policy*
- *WHS Policy*
- *Work Health Safety Practice Guidelines*

Children's Services policies

- *Emergency Evacuation Policy*
- *Medical Conditions Policy*
- *Safe Arrival & Departure of Children Policy*
- *Safe Use of Digital Technologies and Online Environments Policy*
- *Students, Volunteers and Visitors Policy*
- *Supervision Policy*
- *Smoke Free Policy*

Forms and resources

- *Child Paramountcy Statement*
- *Excursion/Incursion Risk Assessment Form*
- *Kitchen Checklist*
- *Service Risk Assessment*
- *WHS - Hazard Report and Risk Assessment Form*
- *Workplace Inspection Checklist - Children's Services*

Resources

External

- *Australian Child Protection Legislation*
- *Australian Privacy Principles*
- *Education and Care Services National Regulations*
- *Education and Care Services National Law*
- *Education and Care Services (Supply, Authorisation and Use of Devices) Order 2025*
- *Privacy Act 1988* (Privacy Act)
- *Register of Child Protection Concerns Template.docx*
- *Reporting incidents and concerns* – NSW Early Learning Commission's Reporting Guide
- *Safe use of devices in education and care services | ACECQA* – National Model Code
- *Working with Children Check Record Keeping Template*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2025*

Glossary

ACECQA – Australian Children's Education and Care Quality Authorities

The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.

Child Paramountcy

Child paramountcy refers to the obligation to ensure that the best interests, safety, and wellbeing of children are paramount above all other considerations. All decisions, practices, and actions must prioritise the protection and wellbeing of children, particularly where competing interests exist.

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 abused.

ELC

All centre-based services for children aged 0-5 years including Long Day Care and Preschool services.

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.

OSHC

Out of School Hours Care

Practice Manager

A practice manager oversees and supports a cluster of services within a local area. They work with the Nominated supervisor to ensure services operate safely, meet legal and quality requirements, and follow organisational policies. They do not work directly with children day to day.

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.

Risk Assessment

A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.

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 check (WWCC) / Vulnerable Person Check

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.

Sign off and review

This document remains valid until it is either superseded by a new version or officially revoked.

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Version	Authorised by	Approved date	Review cycle	Review due
4.0	General Manager Children's Services	20 June 2026	3 years	June 2027

Revision history

Version	Description	Author	Amendment date
4.0	Policy	Practice Manager - Quality, Compliance & Business Development	20 June 2026
4.1	Added a new section on children's clothing and footwear	Practice Manager - Quality, Compliance & Business Development	15 September 2026
4.2	Added new section on responding to incidents, disclosures and suspicions of child abuse	Practice Manager - Quality, Compliance & Business Development	6 November 2026