

Child-Safe Environment Policy – Under Review

Published	November 2019
Review Date	February 2022
Sources	<p>Education and Care Services National Regulations, October 2020</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2020</p> <p>Guide to the National Quality Standard, October 2018</p> <p>The Children’s Hospital at Westmead www.chw.edu.au (retrieved 30.10.10)</p> <p>Kidsafe (NSW), Homesafety Factsheet (retrieved 30.10.10)</p>

Aim:

The service ensures that all aspects of children’s safety are protected, and that all Educators and Co-ordination Unit staff are aware of the importance of supervision in Family Day Care and In Home Care to reduce the risk of harm to children.

Explanation:

Country Children’s Early Learning Family Day Care and In Home Care is committed to complying with the Education and Care Services National Regulations and Interim Standards for In Home Care Funding Agreement Requirements to ensure:

- Adult /child ratios are maintained
- Children are supervised at all times, as supervision is a key aspect to ensuring that children’s safety is protected in the service environment
- Consideration is given to the design and arrangement of children’s environments to support active supervision
- Supervision is used to reduce or prevent injury to children and adults
- Acknowledge and understand the need for increased supervision when children are involved in high risk activities e.g. an excursion near a significant water hazard
- Children are protected from possible or potential hazards and dangers posed by products, plants, objects, animals and people in the immediate and wider environment
- Plans are in place to manage incidents and emergencies, assist services to protect adults and children and to maintain children’s wellbeing and a safe environment

Service Policies:

The following Policies, Procedures and Guidelines written by Country Children’s Early Learning Pty Ltd relate directly to maintaining a Child-Safe Environment within the Family Day Care Service and should be used as a reference to compliment this policy:

- Access
- Assessment of Residents and Venues
- Bathing
- Child Protection
- Dangerous Products
- Emergency Evacuation
- Excursions
- Registration and Engagement of Educators
- Sleep and Rest
- Tobacco, Drug and Alcohol Free Environment
- Visitors to Residences



- Water Safety

Responsibilities:

In relation to Co-ordination Unit Staff:

- Be aware of their obligations under the current Education and Care Services National Regulations and the current National Quality Standard in relation to providing a child-safe environment
- Country Children's Early Learning Pty Ltd will only register Educators who meet the required selection criteria
- Country Children's Early Learning Pty Ltd will only maintain the registration of Educators who keep up to date with their general understanding of the Education and Care National Regulations
- Country Children's Early Learning Pty Ltd will develop and maintain Policies, Procedures and Guidelines to ensure that Educators comply with the Education and Care Services National Regulations
- Abide by Country Children's Early Learning Pty Ltd Policies, Procedures and Guidelines in relation to maintaining a Child-Safe Environment, in particular the policies listed above

In relation to Educators:

- Abide by their obligations under the current Education and Care Services National Regulations and the current National Quality Standard in relation to providing a child-safe environment
- Educators must supervise children at all times, including while they are asleep, having regard to their ages and physical and intellectual development and to the activities in which they are engaged
- Be alert to, and aware of risks and hazards and the potential for accidents and injury throughout the service, not just within their immediate area
- Educators must not perform other duties or work whilst Family Day care Children are in their care
- Educators must not pass the responsibility of the supervision of the child to any person other than a parent of the child or a person authorised by a parent to have the care of the child
- Educators must notify Country Children's Early Learning Pty Ltd prior to making any physical changes to their residence that may affect supervision
- Develop emergency and evacuation procedures for their residence or venue
- Annually complete the Kidsafe Hazard Reduction Checklist found in the Kidsafe "Family Day Care Safety Guidelines" and every 6 months review the Resident/Venue Risk Assessment, or as changes occur
- Ensure dangerous chemicals, substances and equipment at their residence or venue are inaccessible to children
- If guns are kept on the premises, Educators are required to provide Country Children's Early Learning with a Certificate of Compliance after each routine Police Inspection
- Educators with swimming pools are required to provide Country Children's Early Learning with a Certificate of Inspection by an Authorised Body annually
- Daily check for hazards in and around the residence or venue, as listed in the Educators Daily Diary
- Supervision management strategies need to be outlined for all excursions on the Excursion Safety and hazard Checklist and approved by Country Children's Early Learning Pty Ltd



- Abide by Country Children's Early Learning Pty Ltd Policies, Procedures and Guidelines in relation to maintaining a Child-Safe Environment, in particular the policies listed above

In relation to Outdoor Climbing Equipment:

- Make responsible decisions about where is the safest place to put climbing equipment
- Place outdoor play equipment away from concrete paths, gravel and solid garden edges
- Ensure that climbing equipment is placed away from other toys and equipment
- All climbing and play equipment should be placed in an area that is suitable such as a well maintained grass area, softfall, soft sand or tanbark
- Climbing and play equipment that is higher than 50cms can be used in the home as long as the use of this equipment is managed properly such as ensuring:
 - The equipment is still the appropriate height for the age of the children
 - The placement of the equipment is on a soft well maintained grassy area, softfall, soft sand or tanbark
 - There is adequate space around the climbing equipment for the children to move and climb safely
 - There is adequate space between the climbing equipment and hard surfaces
 - The play area is not overcrowded with equipment
 - The children are appropriately supervised and the number of children on the equipment at any given time is kept to a safe number

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
Jan 2011	Replaced Scheme with Nominated Supervisor
March 2012	Added relevant regulations and quality standards in relation to the new Education and Care Services National Regulations and National Quality Standard, Changed name from Supervision Policy to Child-Safe Environment Policy, Changed Nominated Supervisor to Co-Ordination Unit Staff, listed service policies that relate to a Child-Safe Environment
July 2012	Added "In relation to Outdoor Climbing Equipment" section
December 2012	Added information regarding providing Inspection and Compliance Certificates to CCEL for Swimming Pools and Guns
January 2013	Added information for In Home Care
November 2013	Scheduled Policy Review – No changes made
May 2015	Scheduled Policy Review – No changes made
November 2016	Scheduled Policy Review – No changes made
May 2018	Updated Regulatory references

Add risk Matrix, SAFER acronym and flow chart from CELA