



## Child Safe Environment

### Quality Area 2: Children's Health and Safety

#### Relevant Legislation

Children (Education and Care Services National Law Application) ACT 2010

Education and Care Services National Regulations 2011: Section 162A, 165-167, Regulation 82-84, 103, 115, 122-124, 145, 165-172, 175(d)(e)

National Quality Standard for Early Childhood Education and Care: Elements 2.2, 3.1.2

#### Aim / Rationale

Yass Montessori Pre-School recognises the importance of providing a safe environment for all children at our Pre-School. All children have the right to experience quality education and care in an environment that safeguards and promotes their health and safety.

#### Policy Goals

- ✧ All children attending our Pre-School are provided with a safe environment, both physically and online, through the creation of a child safe culture.
- ✧ Children's wellbeing is paramount and children will be actively involved in decision-making to provide an environment that encourages them to reach their potential.
- ✧ Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
- ✧ At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- ✧ Procedures to effectively manage incidents and emergencies are in place and regularly conducted
- ✧ Nominated supervisors, educators, and staff members, volunteers and students, at the Pre-School who work with children are advised of the existence and application of the current child protection law (or child safe standards, where applicable) and any obligations that they may have under that law.
- ✧ Where the program involves simultaneous use of indoor and outdoor environments, educators will effectively supervise children in both environments.
- ✧ Implement our Child Protection and our Incidents, Injury, Trauma, Illness Policies.

## Strategies / Procedures: What will we do?

### The Approved Provider will:

- ✧ Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- ✧ Ensure that the child safe environment policy and procedures are implemented, the appropriate risk assessments and action plans are completed, and all identified actions are taken to minimise the risks to children's health and safety (also known as a risk minimisation plan).
- ✧ Ensure all educators and staff, volunteers and students, have undertaken current child protection legislation training, including on mandatory reporting requirements and obligations in their state/territory. If not, develop a plan to ensure training is undertaken in a suitable timeframe.
- ✧ Provide an environment that is free from the use of tobacco, illicit drugs and alcohol and ensure no educators or staff are affected by alcohol or drugs (including prescription medication) to impair their capacity to supervise or provide education and care to children in the Pre-School.
- ✧ Promote a culture of child safety and wellbeing that underpins all aspects of the Pre-School's operations, to reduce risk to children (including the risk of abuse).
- ✧ Ensure the safe use of online environments at the Pre-School.
- ✧ Ensure policies and procedures promote equity and respect diversity for the safety and wellbeing of children and young people.
- ✧ Take reasonable steps to ensure that nominated supervisors, educators and staff follow the Providing a child safe environment policy and procedures.
- ✧ Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators and staff, and available for inspection.
- ✧ Notify families at least 14 days before changing the policy or procedures if the changes will:
  - affect the fees charged or the way they are collected or
  - significantly impact the Pre-School's education and care of children or
  - significantly impact the family's ability to utilise the Pre-School.

### The Nominated Supervisor will:

- ✧ Implement the child safe environment policy and procedures and ensure that any plans developed from risk assessments are in place for individual children and are carried out.
- ✧ Ensure all educators and staff, volunteers, and students, are aware of current child protection legislation, including the mandatory reporting requirement and obligations.
- ✧ We are meeting staff to child ratios to ensure adequate supervision.
- ✧ Ensure all educators and staff know where to access the child safe environment policy and procedures.
- ✧ Ongoing communication with educators and staff about their responsibilities and any changes to policies, procedures and legislation.
- ✧ Support educators and staff to uphold the Pre-School's culture of child safety and wellbeing.
- ✧ Regularly monitor child protection training schedules and ensure all educators and staff are up to date with their training.
- ✧ When required, work collaboratively with appropriate Pre-Schools and/or professionals to support

children's access, inclusion and participation in the program.

- ✧ Ensure the safety and wellbeing of children attending the Pre-School by keeping a visitors' record, including signatures and arrival/departure times.

### **Educators Will:**

- ✧ Be aware of current child protection legislation, including the mandatory reporting requirements and obligations.
- ✧ Implement the child safe environment policy and procedures and ensure that any action plans for individual children are carried out.
- ✧ Implement the Pre-School's culture of child safety and wellbeing.
- ✧ Know the individual needs and action plans for the children in your care.
- ✧ Maintain current accredited child protection, first aid and approved CPR, asthma and anaphylaxis training.
- ✧ Monitor and maintain staff to child ratios to ensure adequate supervision of children.
- ✧ Provide an environment that is free from the use of tobacco, illicit drugs, and alcohol.
- ✧ Keep a visitors' record, including signatures and arrival and departure times.
- ✧ Recognise and respond effectively to children and young people, taking into account diverse needs.
- ✧ Ensure children and young people participate in decision making in matters affecting them, including in relation to safety issues and risk identification.

### **Sources and References**

- Active supervision: Ensuring safety and promoting learning
- ACECQA – Guide to the National Quality Framework
- ACECQA – Health and wellbeing
- ACECQA – Responsible person requirements for approved providers
- ACECQA – Risk assessment and management
- Australian Government – eSafety – Early Years program for educators (training and resources)
- Australian Human Rights Commission – Child Safe Organisations
- Child Safe Organisations [www.childsafe.humanrights.gov.au](http://www.childsafe.humanrights.gov.au)
- Cultural safety and the National Principles for Child Safe Organisations
- Community Early Learning Australia – Providing a child safe environment
- Kidsafe Australia
- Kids Helpline (free phone counselling service for children over 5 years and parents and carers)
- New South Wales Government – Child safe organisation: training and resources
- Parentline NSW (free telephone counselling and support service for parents and carers)

### **Links to other policies**

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|-----------------------------------------|----------------------------|
| Enrolment                               | Child Safe Code of Conduct |
| Child Protection                        | WHS Emergency Preparedness |
| Statement of Commitment to Child Safety | Interactions with Children |
| SunSAFE                                 | Medical Conditions         |
| Water Safety                            | Excursions                 |
|                                         | Sleep, Rest & Relaxation   |

Policy Reviewed	Modifications	Next Review Date
2013	Developed	2015
Mar 2014	Minor changes to opening / closing times	2016
October 2019	Reviewed	
September 2022	Minor changes – Child Safe Code of Conduct and Risk Assessment	October 2024
August 2023	Changes to the NQF <ul style="list-style-type: none"> <li>- <i>rewording of policy</i></li> <li>- <i>improve the safety and wellbeing of children</i></li> <li>- <i>addition of risk management</i></li> </ul>	August 2025 or when procedure, practice or legislation changes

**Person/s responsible for policy**

Director / Administrator