

<b>Applies to</b>	Intereach Family Day Care (FDC) and Intereach Out Of School Hours (OOSH)				
<b>Policy</b>	NQS: Two: Children's Health and Safety				
<b>Version</b>	2.0	<b>Date approved</b>	4/5/2023	<b>Next review date</b>	4/5/2026

### 1. Objective

Children's safety and wellbeing are paramount at Intereach Children's Services. Intereach support children to become strong in their physical and mental health and provide protection while in care, this will be fostered through responsive relationships, engaging experiences and a safe and healthy environment.

Intereach is dedicated to embedding child safety in our organisation.

Intereach has zero tolerance for child abuse and is committed to:

- actively work to listen and empower children;
- have all systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently in line with the organisation's policies and procedures;
- promote cultural safety for Aboriginal children, and children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

The purpose of this procedure is to ensure appropriate procedures are in place to minimise risk of harm and hazard to children attending Intereach services.

This procedure is supported by and should be read in conjunction with the Intereach *Child Safe Policy* and *Child Protection Procedure*

### 2. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- ensure that staff and educators are aware of the 'providing a child safe environment procedure', how to access and implement the procedure;
- support staff and educators with training, resources, information, and guidance to:
  - support the protection of the health, safety and wellbeing of children at the service at all times;
  - ensure that people who are educating and caring for children at the service act in the best interests of the child;
  - protect and advocate the rights of all children to feel safe, and be safe, at all times;
  - maintain a culture in which children's rights are respected; and,
  - encourage active participation from families at the service, supporting a partnership approach and shared responsibility for children's health, safety, wellbeing, and development.
- ensure all staff and educators are aware of current child protection legislation, including mandatory reporting requirements and obligations in their state, including monitoring child protection training to ensure staff and educators are up to date;
- follow reporting obligations to notify the regulatory authorities of any serious incidents or complaints (refer to *Complaints policy*, *Incident, injury, trauma and illness procedure* and *Notification of Serious Incidents Procedure*);

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- ensure ongoing communication with staff and educators about their responsibilities and any changes to policy, procedure or legislation;
- ensure that families are notified at least 14 days before changing policy or procedure that will;
  - significantly impact the services education and care of children;
  - significantly impact the family's ability to utilise the service; and,
  - ensure that copies of policies and procedures are readily accessible;
- when required, work collaboratively with other appropriate services and/or professionals to support Children's access, inclusion and participation in the program;
- ensure the service keeps a visitors record, including signatures and arrival/ departure times.

It is the responsibilities of educators and staff to:

- implement this procedure including compliance with all policies and procedures referenced within this procedure;
- undertake appropriate training and education to be aware of child protection legislation including reporting requirements and obligations in their state; be aware of and implement *Intereach's Child Protection Policy*;
- undertake professional development 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 in NSW;
  - understand the responsibilities and processes required of educators in Victoria;
  - be able to recognise the factors that increase a child's vulnerability to maltreatment; and,
  - be aware of the vulnerabilities which may indicate a need to assess, monitor or curtail the behaviour of individuals in relation to children and young people within organisations.
- maintain child protection, approved first aid, CPR, asthma and anaphylaxis training;
- maintain child to staff ratio's to sustain adequate supervision;
- keep an accurate visitors record, including signature and arrival/ departure times. Ensure visitors are not left alone with children under any circumstance or given any direct responsibility;
- provide and maintain a safe environment that is conducive to the health, safety and wellbeing of children by following Intereach Children's Services policies and procedures;
- ensure effective hygiene practice are promoted and implemented;
- ensure services have working telephones or other communication equipment;

### **3. Procedure**

#### **3.1. Physical Environment**

- Indoor and outdoor spaces are set up to allow children to participate in a variety of experiences with adequate supervision (refer to the *Children's services Supervision Procedure*)
- The indoor/outdoor environment and equipment are assessed daily for any hazards or dangerous items in conjunction with daily safety checklist. The identified risk shall be managed in a safe and careful manner prior to the children playing in the area.
- FDC educators will complete an annual home safety audit to identify and manage any associated risks. Coordination unit staff will provide guidance and assistance.
- Emergency management plans are developed and reviewed annually or as needed. Educators and staff will be provided with training both at induction and ongoing in relation to identifying hazards, evaluating managing risks and implementing risk minimisation strategies and plans.
- Manufacturer's instructions for equipment are readily available and followed.
- Benefit Risk Assessments and Authorisations are completed prior to any transportation, excursion or at least annually for any regular outing taking place.
- Higher risk experience assessments will be completed for experiences which are deemed "high risk" I.e., cooking, water play, fire pits, animal interaction, climbing equipment, swings.
- The *Children's Services Sun Protection Procedure* is implemented when setting up the outdoor space or participating in regular outings or excursions.
- Children are adequately supervised at all times in accordance with the required staff to child ratios and supervision of children procedure.
- Ensure emergency evacuations are regularly rehearsed, at a minimum every 3 months, reviewed and evaluated.
- Coordination unit staff ensures a safe environment is available for children by providing support, monitoring and supervision to educators during regular home visits.

#### **3.2. Online environment**

Responsible use of technology is allowed for children with reasonable safety measures are in place. (Refer to 3.3 online safety in *Physical activity and Small Screen time Procedure*)

- educators will supervise when Children are using online environment; and,
- FDC educators are encouraged to complete eSafety training to improve online safety for young children.

#### **3.3. Staffing and supervision**

- Screening and suitability of staff will be undertaken as per the legislation and policy at the time of employment and as part of an ongoing process. (Refer to *recruitment and selection policy*).
- Educators and staff will be provided with ongoing training and information to support supervision strategies, building relationships with children, Code of Conduct and Code of Ethics.

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The following is applicable only to FDC:

- Emerging staff and educator performance concerns are proactively responded to. In FDC this occurs through regular supervision and monitoring, support and supervision visits of FDC educators.
- Educators will be visited as per the schedule outlined in the monitoring, support and supervision of educators' procedure, during these visits' discussion will occur on topics relating to the National Quality Standards. Where required individual learning and performance management plans may be developed.
- FDC Educators are required to participate in 3 professional development sessions per registration year. All professional development attendance will be recorded.

### **3.4. Child protection**

- Educators and staff will be familiar with implementing the *Child Protection Procedure and Child Safe Policy*
- All staff and educators are provided with ongoing information about mandatory reporting, child protection legislation and their obligations.
- Educators and staff have current working with children's check or equivalent and a National Criminal Check. Refer to the *Work Check Policy and Fit and Proper Assessment of FDC Educators Procedures*
- All adult household members residing in a FDC educators residence holds a Working with children check or equivalent and National Criminal check

### **3.5. Monitoring, evaluation and review**

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, co-ordinators, volunteers, and students or when there is a legislative change.

## **4. National Quality Framework**

Element	Concept	Description
.2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
.2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
.2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
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.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

## **5. Context**

<p><b>5.1. Standards or other external requirements</b></p>	<p>Australian Children's Education and Care Quality Authority (2017). National Quality Standards          Australian Children's Education and Care Quality Authority (2017). Guide to the National Quality Framework          Child Safe Standards Victoria (July 2022)          Child Safe Standards NSW (updated August 2022)          Early Childhood Australia (2016). Code of Ethics.          Working with Children Check. Accessed December 2017 <a href="http://www.workingwithchildren.vic.gov.au">www.workingwithchildren.vic.gov.au</a>          Keep them Safe. Accessed December 2017  <a href="http://www.keepthemsafe.nsw.gov.au/">www.keepthemsafe.nsw.gov.au/</a>          Office of the NSW Advocate for Children and Young People  <a href="https://www.acyp.nsw.gov.au/">https://www.acyp.nsw.gov.au/</a>          Office of the Children's Guardian. Accessed July 2022  <a href="https://ocg.nsw.gov.au/">https://ocg.nsw.gov.au/</a>          Commission for Children and Young People.- VIC          Accessed July 2022  <a href="https://ccyp.vic.gov.au/">https://ccyp.vic.gov.au/</a>          Red Nose Foundation. Accessed July 2022  <a href="https://rednose.org.au/">https://rednose.org.au/</a>          NHMRC. (2013) Staying Healthy: Preventing infectious diseases in early childhood education and care. (5th ed.)          Community Early Learning Australia Sample policy 'Providing a child-safe environment'  <a href="https://www.cela.org.au/">https://www.cela.org.au/</a> (Applies to FDC)</p>
<p><b>5.2. Legislation or other requirements</b></p>	<p>Education and Care Services National Regulations consolidated 2017          Education and Care Services National Law Act 2010</p>
<p><b>5.3. Internal Documentation</b></p>	<p><b>Intereach</b>  <a href="#">Child safe policy</a>  <a href="#">Code of conduct policy</a>  <a href="#">Risk and incident policy</a>  <a href="#">Recruitment and selection policy</a>  <a href="#">Complaints policy</a>  <a href="#">Child Protection Procedure</a>  <a href="#">Child safe code of conduct poster</a></p> <p><b>Children's Services</b>  <a href="#">Children's Health and Safety policy</a>  <a href="#">Physical environment policy</a>  <a href="#">Relationships with children policy</a>  <a href="#">Acceptance and refusal of authorisation procedure</a>  <a href="#">Animal Safety Procedure</a>  <a href="#">Assessment and approval of FDC residences procedure</a>  <a href="#">Dealing with medical conditions procedure</a>  <a href="#">Emergency and evacuations procedure</a></p>

	<a href="#">Excursion Procedure</a> <a href="#">Facilities and equipment procedure</a> <a href="#">FDC educator assessment, monitoring and support procedure</a> <a href="#">Illness and infectious disease procedure</a> <a href="#">Incident, injury, trauma and illness procedure</a> <a href="#">Notification of serious incident procedure</a> <a href="#">Physical activity and small screen procedure</a> <a href="#">Providing a child safe environment procedure</a> <a href="#">Relationships with children procedure</a> <a href="#">Sleep and Rest for Children and Infants Procedure</a> <a href="#">Sun Protection Procedure</a> <a href="#">Supervision Procedure</a> <a href="#">Transport Procedure</a> <a href="#">Visitors' procedure</a> <a href="#">Water Safety Procedure</a> <a href="#">Intereach Children's Services Communication Plan</a> <a href="#">Risk Minimisation plan</a> <a href="#">Excursion and Transportation Authorisation</a> <a href="#">Benefit Risk Assessment Plan – Transport, Excursion and Regular Outings</a> <a href="#">Authorisation for Transport and Regular Outings</a> <a href="#">FDC Home Safety Risk Audit</a> <a href="#">Daily Hazard Identification Checklist – OOSH</a> <a href="#">Tobacco, drugs and alcohol procedure.</a> <a href="#">Sun protection procedure.</a> <a href="#">Relationships with children procedure.</a>  Leadership, Service Management and Effective Administration
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## 6. Document control

Version	Date approved	Approved by	Next review date
1.0	02/03/2020	R. Phillips – Acting Senior Manager Children and Family Services	02/03/2023
1.1	17/12/2021	M. Tai – General Manager Operations	17/12/2024
2.0	04/05/2023	M. Piffero – General Manager Operations	04/05/2026