

Intereach Out of School Hours

Providing a child safe environment Procedure



Applies to	Intereach Out Of School Hours (OOSH)				
Policy	NQS: Two: Children's Health and Safety				
Version	1.0	Date approved	02/09/2025	Next review date	02/09/2028

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:

- understand responsibilities outlined with all policies and procedures referenced within this procedure;
- ensure that staff are aware of the 'providing a child safe environment procedure', how to access and implement the procedure;
- support staff 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 that any plans developed from risk assessments are in place for individual children and are carried out;
- ensure all staff are aware of current child protection legislation, including mandatory reporting requirements and obligations in their state;

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- regularly monitor child protection training to ensure staff 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*);
- ensure ongoing communication with staff about their responsibilities and any changes to policy, procedure or legislation;
- meet staff to child ratios to ensure adequate supervision;
- 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; and,
- ensure the service keeps a visitors record, including signatures and arrival/ departure times.

It is the responsibilities of staff to:

- follow the processes detailed in all policies and procedures referenced in this document."
- 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;
- 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;
 - 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 in accordance with the *Administration of First Aid Procedure*
- maintain child to staff ratios to sustain adequate supervision;
- know the individual needs and action plans for the children in care;
- keep an accurate visitor's record, including signature and arrival/ departure times. Ensure visitors are not left alone with children under any circumstance or given any direct responsibility;
- ensure effective hygiene practice are promoted and implemented; and,
- 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 *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. Refer to *Facilities and Equipment Procedure*.
- Service facilities and equipment meet relevant Australian safety standards and are maintained as per the *Facilities and Equipment Procedure*.
- Emergency management plans are developed and reviewed annually and as needed. Emergency evacuations are regularly rehearsed, at a minimum every 3 months, reviewed and evaluated. Refer to *Emergency and Evacuation Procedure*
- 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.
- Risk Assessments and Authorisations are completed prior to any transportation, excursion and regular outing taking place and at least annually. Refer to *Excursion and Regular Outing Procedure, Transport Procedure and Acceptance and Refusals of Authorisations Procedure*.
- Risk Assessment of the service environment are conducted on a quarterly basis to determine any risks to children's health and safety.
- Age-appropriate risk assessments will be conducted for activities classified as risky i.e.; cooking, fire pits, animal interaction, building, and gardening activities The *Sun Protection Procedure* is implemented when setting up the outdoor space and when participating in regular outings or excursions.
- The service environment is free from tobacco, drugs and alcohol, refer to the *Tobacco, Drugs and Alcohol Procedure*.

3.2. Online environment

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

3.3. Staffing and supervision

- Children are adequately supervised at all times in accordance with the required staff to child ratios and *Supervision Procedure*.
- Rostering of staff will ensure adequate numbers of staff are on duty to meet ratio and qualification requirements with one responsible person on site at all times
 - 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*).
 - Staff will be provided with ongoing training and information to support supervision strategies, building relationships with children, Code of Conduct and Code of Ethics.
- Staff are supported with Check ins, performance and coaching in accordance with the *Intereach Performance and Coaching Policy, Work Check Policy and Disciplinary and Dismissal Policy*.

3.4. Child protection

- Staff will be familiar with implementing the *Child Protection Procedure and Child Safe Policy*.
- All staff and are provided with ongoing information about mandatory reporting, child protection legislation and their obligations.
- Staff have current Working with Children's Check and a National Criminal Check. Refer to the *Work Check Policy*.
- *Visitors to the service are not left alone with children*
 - Entrance/exit to the premises must be secured at all times

3.5. Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, staff, 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

5.1. Standards or other external requirements	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 www.workingwithchildren.vic.gov.au Keep them Safe. Accessed December 2017 www.keepthemsafe.nsw.gov.au/
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	Office of the NSW Advocate for Children and Young People https://www.acyp.nsw.gov.au/ Office of the Children's Guardian. Accessed July 2022 https://ocg.nsw.gov.au/ Commission for Children and Young People.- VIC Accessed July 2022 https://ccyp.vic.gov.au/ Red Nose Foundation. Accessed July 2022 https://rednose.org.au/ NHMRC. (2013) Staying Healthy: Preventing infectious diseases in early childhood education and care. (5th ed.)
5.2. Legislation or other requirements	Education and Care Services National Regulations consolidated 2017 Education and Care Services National Law Act 2010
5.3. Internal Documentation	Intereach Child Safe Policy Code of conduct policy Risk Management Policy Incident Management Policy Recruitment and selection Policy Complaints Policy Child Protection Procedure Child safe code of conduct Work Check Policy Performance and coaching Policy Disciplinary and Dismissal Policy Children's Services Children's Health and Safety Policy Physical environment policy Relationships with Children Policy Acceptance and refusal of authorisation procedure Animal Safety Procedure Dealing with medical conditions procedure Emergency and evacuations procedure Excursion Procedure Facilities and equipment procedure Illness and infectious disease procedure Incident, injury, trauma and illness procedure Notification of serious incident procedure Physical activity and small screen procedure Relationships with children procedure Safe use of digital Technologies and online Environment Procedure Sleep and Rest for Children and Infants Procedure Sun Protection Procedure Supervision Procedure Transport Procedure Visitors' procedure

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	Water Safety Procedure Intereach Children's Services Communication Plan Risk Minimisation plan Excursion and Transportation Authorisation Benefit Risk Assessment Plan – Transport, Excursion and Regular Outings Authorisation for Transport and Regular Outings Daily Hazard Identification Checklist – OOSH Tobacco, drugs and alcohol procedure, Relationships with children procedure, Excursion and Regular Outing Procedure Emergency and Evacuation Procedure <i>Facilities and Equipment Procedure</i> 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
1.0	02/09/2025	Children's Services Procedure split as a stand-alone OOSH Procedure – Approved by J Farrow Education and Care Manager	02/09/2025