

Intereach Family Day Care

Providing a child safe environment procedure



Applies to	Intereach Family Day Care (FDC)				
Policy	NQS: Two: Children's Health and Safety				
Version	1.0	Date approved	22/12/2025	Next review date	22/12/2028

Objective

All children have the right to experience quality education and care in a safe and healthy environment, be it physical, emotional or social.

This procedure aims to uphold legislative requirements, promote child wellbeing, and safeguard children from harm by ensuring:

- the promotion of a culture of child safety and wellbeing within the service
- children at the service are always provided with a safe environment, which extends to online environments
- approved providers, nominated supervisors, educators and other staff at a service meet their legislative obligations to prevent harm and hazard towards children
- there is timely and effective identification of, and response to, children who may be at risk of or who are experiencing abuse or neglect

Background

Intereach Family Day Care (FDC) is committed to creating and maintaining environments that prioritise the safety, health, and wellbeing of all children in care. The service recognises that children have the right to feel safe, protected, and supported at all times. Providing a child-safe environment is not only a fundamental responsibility but also a legal and ethical obligation under relevant child protection legislation and national quality standards.

Family Day Care services operate within unique home-based settings, which require vigilant attention to safety practices, supervision, and risk management. Educators and staff play a critical role in ensuring that premises and equipment are maintained to prevent hazards, and that children are adequately supervised to minimise the risk of harm or injury.

In addition, all educators, staff, and management are Mandatory Reporters and must act promptly to protect children who may be at significant risk of harm.

The Education and Care Services National Regulations require services have policies and procedures in place for providing a child safe environment to minimise risk of harm and hazard to children attending our Family Day Care education and care services.

Definitions

Safe Environment: An environment free from hazards, promoting health, safety, and wellbeing.

Physical Activity: Any movement that enhances health, including active play and fundamental movement skills.

Inappropriate conduct: Any behaviour by an educator, staff member, volunteer, or visitor that compromises child safety or wellbeing, as defined under the amended National Law (effective 2026).

Responsibilities

Nominated Supervisor / Coordination Unit

- Implement the Providing a child safe environment policy and procedures
- Take reasonable steps to ensure that educators and staff follow the Providing a child safe environment policy and procedures
- Ensure No child being educated and cared is subject to any form of corporal punishment, or any discipline that is unreasonable or inappropriate. Any incident under Regulation 166A or complaint under Part 5AA is considered a serious incident.
- Review and update procedure and training to reflect legislative changes and continuous quality improvement.
- Ensure adequate supervision
- Ensure ongoing communication with educators and staff about their responsibilities and any changes to policies, procedures and legislation
- Support educators and staff to uphold the service's culture of child safety and wellbeing
- Ensure all staff and educators are aware of current child protection legislation, including mandatory reporting requirements and obligations in their state,
- Ensure the safe use of online environments at the service
- When required, work collaboratively with appropriate services and/or professionals to support children's access, inclusion and participation in the program
- Ensure the safety and wellbeing of children attending the service by keeping a visitors' record, including signatures and arrival/departure times
- Complete child protection training as required by the service's jurisdiction, as required by section 162A of the National Law.
- Follow reporting obligations to notify the regulatory authorities of any serious incidents or complaints or any observed or alleged inappropriate conduct (refer to *Complaints policy*, *Incident, injury, trauma and illness procedure* and *Notification of Serious Incidents Procedure*);
- Ensure no child is subject to inappropriate conduct including inappropriate physical contact, grooming behaviours, ill treatment and/or unprofessional communication
- 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;

Educators

- Implement the Providing a child safe Environment 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;
- Educators must hold an approved/valid WWCC prior to commencing any work, and any WWCC status changes must be reported promptly to the service and, where required, to the Regulatory Authority

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- Ensure child safety is not compromised by any inappropriate behaviour and follow positive, developmentally appropriate behaviour guidance strategies, avoiding harsh, humiliating, frightening, or physical disciplinary methods
- Supervise children adequately and intervene to ensure safety—not to enforce compliance or punishment and adhere to staff to child ratio.
- Participate in ongoing training and maintain awareness of child protection laws and professional conduct standards;
- Document and report promptly any hazards, incidents of inappropriate discipline or conduct to the Responsible person or the Nominated Supervisor.
- Be aware of and implement *Intereach's Child Protection Policy*;
- Maintain current approved first aid, CPR, asthma and anaphylaxis training;
- Maintain child ratio's and ensure adequate supervision, including when using digital technologies and online environments
- Provide an environment that is free from the use of tobacco, vaping devices, vaping substances, illicit drugs and alcohol
- 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;
- Ensure household members of the family Day care residence are not left alone with children
- Provide and maintain a safe and hygienic environment that is conducive to the health, safety and wellbeing of children by following Intereach Children's Services policies and procedures.;
- Ensure services have working telephones or other communication equipment to enable immediate communication to and from parents/ guardians and emergency services.;
- Recognise and respond effectively to children and young people, considering diverse needs
- Ensure children and young people participate in decision making in matters affecting them, including in relation to safety issues and risk identification
- Ensure no child is subject to inappropriate conduct including inappropriate physical contact, grooming behaviours, ill treatment and unprofessional communication.

Parents / Guardians

- Be aware of the Providing a Child Safe Environment procedure and implement the required practices as directed by the FDC educator and the Service
- Provide accurate and up to date information about their child's health, medical conditions, allergies, and any special requirements, as well as emergency contact details on their enrolment
- Communicate promptly with educators and the service about any changes that may affect the child's safety or wellbeing.
- Follow service procedures for arrival, departure, authorisation, medical conditions, excursions, outings and transportation.
- Support safe practices by respecting the service's policies on child protection, supervision, and risk management.
- Report concerns about safety, hazards, or child wellbeing to the educator or service immediately.

Procedure

Physical and Online Environment

- All policies and procedures related to safe physical and online environments are easily accessible, regularly reviewed, and discussed with educators and staff
- Complete daily safety checklists, ensuring that the premises, furniture and equipment are safe, clean and well maintained. Identified risk will be managed in a safe and careful manner prior to the children having access to that area/ equipment.
- Benefit risk assessments are carried out, reviewed and updated as required
- Educators receive training, information and resources on risk management
- Regularly review and discuss guidance and strategies including child safety and managing online environments in the NQF Child Safe Culture Guide and the NQF Online Safety Guide
- Regularly discuss child safety at team meetings and during monitoring, support and supervision visits.
- Regularly discuss monitoring and scanning of the environment, strategies and actions to minimise risks.
- Regularly check that outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
- Ensure, where applicable all items meet Australian Standards
- Ensure manufacturer's instructions for equipment are available and followed
- 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)
- Educators will complete a home safety Audit prior to commencement and annually thereafter to identify and manage any associated risks. Coordination unit staff will provide guidance and assistance. (refer to assessment and reassessment of FDC Residences and venues procedure)
- Emergency management plans are developed and reviewed annually or as needed.
- Emergency evacuations are regularly rehearsed, at a minimum every 3 months, reviewed and evaluated (refer to Emergency and evacuation procedure)
- 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 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
- Coordination unit staff ensures a safe environment is available for children by providing support, monitoring and supervision to educators during regular home visits.
- Refer to and comply with the Safe Use of Digital Technologies and Online Environment Procedure.
- Educators will supervise when Children are using online environment; and,
- Educators are encouraged to complete e-safety training to improve online safety for young children.

Staffing and supervision

- Recruitment processes, including advertisement, interview processes and candidate references support a child safe organisational culture
- Screening and suitability of staff will be undertaken as per the legislation and policy at the time of recruitment and as part of an ongoing process. (Refer to Assessment of FDC educators and persons residing at FDC residences)
- 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.
- Processes are in place for the Nominated Supervisor, or a delegate to be contactable at all times children are being educated and cared for by the service
- Emerging staff and educator performance concerns are proactively responded to. This occurs through regular monitoring, support and supervision visits and issues of non-compliance procedure
- Educators are supported as per the Monitoring, support and supervision procedure.

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/ training about mandatory reporting, child protection legislation and their obligations.
- All Family Day Care (FDC) staff and educators must hold a current Working with Children Check (or equivalent) and maintain a National Criminal Check.
- All adult household members residing at the education and care premises must hold a current Working with Children Check (or equivalent) and a National Criminal Check, complete a household member declaration, and undertake child protection awareness declaration. (Refer to the Work Check Policy and the Assessment of FDC Educators and Persons Residing at the Residence Procedures for full requirements)
- Students and volunteers must hold a current Working with Children Check (or equivalent) and National Police Check.
- All educators and staff receive Code of Conduct training within induction; this is reviewed and updated regularly
- Child Protection and Child Safe are discussed as a standing agenda item in team meetings and regularly discussed during monitoring support and supervision with educators
- Record details of visitors in the service's visitor book

Inappropriate conduct

Inappropriate conduct is defined under the National Law (Section 166), it prohibits any corporal punishment or discipline that a reasonable person would consider inappropriate, unreasonable, or harmful in an education and care setting.

Inappropriate conduct includes physical harm (e.g., hitting, pushing, slapping), humiliation, emotional abuse, unreasonable restraints, exclusion, or other behaviours likely to cause emotional, psychological, or physical harm, grooming behaviours, unprofessional communications, ill-treatment or breaches of device authorisation rules and these are prohibited and may constitute an offence under the National Law and Regulations.

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Educators must always use positive, developmentally appropriate behaviour guidance—modelling respectful, supportive interactions and never using punishment contrary to a child's dignity or wellbeing.

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.

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 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.
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 that is child safe.

Compliance and References

Legislation or other requirements	Education and Care Services National Regulations consolidated 2017 Education and Care Services National Law Act 2010
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/ Office of the NSW Advocate for Children and Young People

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	<p>https://www.acyp.nsw.gov.au/ Office of the Children's Guardian. Accessed July 2022 https://ocg.nsw.gov.au/</p> <p>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) 2024 Staying Healthy: Preventing infectious diseases in early childhood education and care. (5th ed.) 6th</p> <p>Community Early Learning Australia Sample policy 'Providing a child-safe environment' https://www.cela.org.au/ (Applies to FDC)</p>
Internal Documentation	<p>Intereach</p> <p>Child safe policy Code of conduct policy Risk and incident policy Recruitment and selection policy Complaints policy Child Protection Procedure Child safe code of conduct poster</p> <p>Children's Services</p> <p>Children's Health and Safety policy Physical environment policy Relationships with children policy Acceptance and refusal of authorisation procedure Animal Safety Procedure Assessment and approval of FDC residences procedure Dealing with medical conditions procedure Emergency and evacuations procedure Excursion Procedure Facilities and equipment procedure FDC educator assessment, monitoring and support procedure Illness and infectious disease procedure Incident, injury, trauma and illness procedure Notification of serious incident procedure Physical activity and small screen procedure Providing a child safe environment procedure Relationships with children procedure Sleep and Rest for Children and Infants Procedure Sun Protection Procedure Supervision Procedure Transport Procedure Visitors' procedure Water Safety Procedure Intereach Children's Services Communication Plan</p>

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	Risk Minimisation plan Excursion and Transportation Authorisation Benefit Risk Assessment Plan – Transport, Excursion and Regular Outings Authorisation for Transport and Regular Outings FDC Home Safety Risk Audit Daily Hazard Identification Checklist – OOSH Tobacco, drugs and alcohol procedure, Sun protection procedure, Relationships with children procedure Safe Use of Digital Technologies and online environment procedure
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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	22/12/2025	Children's Service Procedure split as standalone procedure for FDC and process updated to incorporate legislative changes. . Approved by: K Hyde – General Manager, Operations	22/12/2028