

CHILD SAFE ENVIRONMENT POLICY



Related Quality Area	QA2: Children’s Health & Safety QA5: Relationships with Children
Related Policies (Primary policies supporting a child safe environment)	Arrival & Departure Policy Child Protection Policy Interactions With Children, Families & Staff Policy Incident, Illness, Accident and Trauma Policy Physical Environment Policy Work Health and Safety Policy Sun Safe Policy Water Safety Policy Excursion Policy

PURPOSE

The Nightcliff Family Centre (the Centre) has a legal and ethical responsibility to provide a safe and friendly environment where all children are respected, valued and encouraged to reach their full potential. Children’s safety is paramount, and we aim to take all practical steps to protect children from harm, ensuring a healthy and safe environment. Our Centre provides children and staff with an environment free from the use of tobacco, alcohol and illicit drugs.

SCOPE

This policy applies to children, families, staff, management and visitors of the Centre.

IMPLEMENTATION

The National Law requires management to ensure all children being educated and cared for are adequately supervised and every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. Our focus is to build a child safe environment which is reflected in our Centre policies and procedures and understood and practiced by all Educators and staff.

WORKING WITH CHILDREN CHECK (OCHRE CARD)

Working in conjunction with NT legislation and National Regulations, the safety, welfare and wellbeing of children is paramount within our Centre and Community. A Working with Children Check (commonly referred to in the Northern Territory as an Ochre card) is a requirement for people who work or volunteer with children (refer to the Centre’s Child Protection Policy for further information).

Management is responsible for the periodic review and maintenance of up to date records of employees’ Ochre Cards.

CHILD PROTECTION

Children and young people always have a right to be safe and protected. All educators and management have a legal and moral duty to protect children from harm. It is essential when working with children to be aware of indicators of harm and be able to recognise and report concerns regarding suspected harm or protection concerns. Staff are given information and training about child protection law and any obligations they have under that law. To comply with legislation and provide a

child safe environment, educators will keep up to date with child protection requirements and adhere to our Centre's Child Protection Policy.

SAFETY CHECKLISTS

Regular safety checks maintain basic standards of safety within our Centre. Each room has daily checklists Educators are required to complete. Designated educators also complete a safety checklist every morning before children arrive and at the end of each day to ensure all areas of the Centre are safe. Educators will complete the following daily checklists to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child:

Any findings that require attention will be either dealt with immediately or submitted into the maintenance book depending on priority.

The Centre also holds ad hoc working bees to ensure all areas remain uncluttered and unused equipment and materials are disposed.

STORAGE OF HAZARDOUS SUBSTANCES

We reduce the risk of harm to children and educators by using eco-friendly products. Our Centre will endeavour to provide a safe environment where necessary chemical and hazardous equipment are safely stored away from children and handled appropriately.

Management and Educators will keep a register of hazardous chemicals used at the Centre, including Safety Data Sheets.

To maintain a safe environment for children, the following audits and checklists are conducted:
[Insert safety checks and audits used within your Centre. Safe Storage of Hazardous Chemicals audit, Poison audit, Medication storage audit, etc]

EQUIPMENT, FURNITURE & MAINTENANCE RECORD

There are several factors that can contribute to a hazard, such as a deprived program, insufficient supervision and dilapidated equipment. To ensure a child safe environment free from hazards, we have implemented practices and continue to monitor Centre policies and procedures that uphold Australian Safety Standards.

The premises and all equipment and furniture used within the Centre are audited to ensure all aspects are safe, clean and in good repair. We understand that hazards are specific to developmental stages; Educators are aware that toys and equipment need to be checked to ensure they are safe and developmentally appropriate for children. Regular checks occur within the Centre to ensure that all toys, furniture and equipment are in good condition and working order. These checks include:

RISK ASSESSMENT & RISK ASSESSMENT TOOL

It is a legislative requirement that Management and Educators implement a risk management system where they identify and manage hazards and risks within the workplace to ensure a child safe environment. The key principles of risk management include:

1. Identifying all hazards in the workplace
2. Assess the risk of each hazard
3. Control or manage the risk
4. Monitor and improve safety

It is the responsibility of all staff and educators at the Centre to complete a risk assessment where children’s safety may be jeopardised and when organising an excursion/incursion.

Children’s safety must be incorporated into everyday practice within the Centre.

Common hazards within the Centre which may require a risk assessment include:

- cross-Infection and infectious disease
- administration of medication
- anaphylaxis procedures and management
- building and equipment (including storage)
- inadequate space for conducting activities and experiences
- hazardous chemicals
- electrical appliances
- food preparation and storage
- environmental influences such as shade, noise etc
- sun safety
- children’s behaviours
- water safety
- fire equipment
- pets and/or animals
- inadequate supervision of children
- children’s activities and experiences
- Work Health and Safety such as manual handling (eg: safe lifting children from cots and highchairs)
- non-Compliance risk
- **hot drinks**

ARRIVAL AND DEPARTURE AUTHORISATION

National Regulations require our Centre to keep a record of children and visitor’s arrival and departures. A secure, password protected electronic process is used for families to sign in and out their children.

Educators will work in collaboration with our Arrival and Departure Policy to ensure children feel safe and secure and to request identification in the event a person unknown to the Centre attend to collect a child.

VIEW

POLICY REVIEWED BY	Josepha Minani Anu Thapa Kathy Man Anju Bali Olive Asis Mei Mei Archie Servai Judy Rondon	Staff and Director	May 2022
POLICY REVIEWED	May 2022	NEXT REVIEW DATE	May 2024
MODIFICATIONS	<ul style="list-style-type: none"> • Policy reviewed as per review cycle 		

POLICY REVIEWED	May 2024	NEXT REVIEW DATE	May 2026
MODIFICATIONS	<ul style="list-style-type: none">• Policy reviewed as per review cycle		