

PURPOSE

All children have the right to be safe when attending an education and care service.

We know children learn best through play and exploration with a range of materials that can be manipulated, utilising all of their senses. By providing a safe environment we can assist children to not only explore but to develop self-help, independence and knowledge, however, safety is so much more.

A child safe and focused service is committed to children's safety at all levels, emotionally, physically and culturally. This protects their sense self-identify, the key to their overall wellbeing and development.

SCOPE

This policy applies to the Approved Provider, Staff, Educators, and Educator Assistants of Clarence Family Day Care. Visitors and residents of FDC premises/venues are also covered by this policy.

POLICY

At Clarence Family Day Care, we are committed to educators and family relationships to ensure children are safe from harm at all times and experience a child centred education and care program.

There are challenges in operating an education and care service from a home and this takes particular consideration, from ways of making children feel safe and providing them a sense of belonging in someone's home through to engaging and building partnerships with families. Building partnerships with families allows for the sharing of information on child development, behaviour management etc. and provides an opportunity to observe the families for signs of stress.

We are committed to ensuring the safety of children at all times. This is achieved by providing regular training and updates on child safety, observing signs of abuse or neglect, ensuring our educators, residents and visitors are monitored as well as the consistent monitoring of homes and venues for safety and appropriateness.

PROCEDURE

- All educators undergo an initial safety assessment of a family day care residence/venue and educator professional practice to ensure that all necessary safety facilities at their place of business meet the safety standards as prescribed in the Education and Care Services National Law (NSW) Act and the Education and Care Services National Regulations, National Quality Standards and frameworks.
- The safety assessment will be conducted by two CFDC staff members annually to ensure compliance with supporting photos taken and stored on the server under the educators file.
- Safety assessments are also to be undertaken when the environment changes.
- This assessment tool guides the maintenance of a safe and suitable environment and will be used to assist educators and coordinators in the review of the education and care setting.

The service is responsible for:

- Requiring educators to take all reasonable steps to protect children from harm or hazards
- Ensuring all educators and educator assistants, staff, students and volunteers hold a current Working with Children check and National Police Check (If starting with the service after 2nd July 2018).
- Ensuring all persons over the age of 18 years residing at the educator's home hold a current

Working with Children Check.

- Ensuring children remain adequately supervised at ALL times and that visitors are not left unsupervised with children
- Requiring that where the service has been notified of a Court Order prohibiting an adult from contacting an enrolled child the educator and educator assistant ensures such contact does not occur while the child is in the educator's care.
- Being contactable by telephone whilst children are in attendance at the service
- Ensuring educators and educator assistants have an understanding of their obligations within the child protection law.
- Ensuring educators understand the requirement to report any allegations of child abuse to the Approved Provider or Nominated Supervisor and this is then reported to the police or child protection.
- Ensuring educators are aware of Emergency and Evacuation procedures.
- Requiring educators conduct risk assessments for excursions and regular outings
- Requiring educators take reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children.
- Ensuring educators are aware that their home environment is free from the use of tobacco, illicit drugs and alcohol while children are being educated and cared for
- Undertaking an annual safety audit of the educator's residence or venue annually.
- Notifying the NSW Department of Education within 24 hours of a serious incident or a complaint alleging legislation was breached.

Educators and Educator Assistants are responsible for:

- Ensuring that they have a current Working with Children Check and National Police Check (If starting with the service after July 2nd 2018).
- Ensuring all persons over the age of 18 years residing at the educator's home hold a current Working with Children Check and National Police Check (If starting with the service after July 2nd 2018).
- Ensuring all students and volunteers hold a Working with Children Check.
- Having an understanding of the obligations, existence and application of the current child protection law.
- Ensuring a court order prohibiting an adult from contacting an enrolled child is implemented fully.
- Ensuring any disclosures of potential abuse are taken seriously, documented and reported to the Approved Provider and the contained procedures for disclosures are followed.
- Ensuring daily safety checks of the premises (indoor and outdoor) and records are maintained.
- Take reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children.
- Being contactable by telephone whilst children are in attendance at the service.
- Remaining aware of Emergency and Evacuation procedures.
- Conduct, document and store risk assessments for excursions and regular outings and are considering children's safety when leaving their approved FDC premise.
- Take reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children.
- Ensure the environment is free from the use of tobacco, illicit drugs and alcohol while children are being educated and cared for.
- Reporting any allegations of child abuse to the Approved Provider or Nominated Supervisor and this is then reported to the NSW child protection agency.
- Maintaining confidentiality at all times when dealing with child protection.
- Notify Approved Provider or Nominated Supervisor within 24 hours of a serious incident or a complaint alleging legislation was breached.

NATIONAL QUALITY FRAMEWORK

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY AREA	NATIONAL QUALITY ELEMENT/STANDARD
Part 4.2 Children's Health and Safety Part 4.3 Physical Environment	2	2.1 2.2: 2.2.3
	3	3.1: 3.1.1, 3.1.2 3.2

REFERENCE & RELATED INFORMATION

- Education and Care Services National Law Act
- Education and Care Services National Regulations
- Guide to the National Quality Standard
- National Quality Standard
- Our Service's Philosophy
- Child Protection Helpline 132111
- <https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters/how-to>