

## CHILD SAFE ENVIRONMENT Policies and Procedures

Links to Regulations: 81, 82 (1), 83 (1) (2), 84, 98, 103, 110, 115, 161, 162, 168 (2) (f) (h) (i) (j)  
Links to quality areas, standards or elements: 2, 2.3, 3.1, 4.1, 4.2, 5, 6, 7.1, 7.3

### Rationale:

As a play-based learning and care service, we have a responsibility and moral obligation to support the health, safety and wellbeing of all children by taking reasonable care to protect children from foreseeable harm, injury and infection.

Our aim is for your child to experience quality learning and care in an environment that provides for their health, wellbeing and safety. We strive to provide and maintain a child safe environment, both inside, in the outdoor learning environment and as children travel to and from the Centre on school buses.

### Policies and Procedures:

- The Centre has a clear process for ensuring our Policies and Procedures are regularly reviewed by parents, guardians, staff and Governing Council and meet the DECD and NQS requirements. The schedule for *Policy Review Schedule* is available in the *Policy Folder*.
- Clear Policies & Procedures are documented to support our service in providing and maintaining high quality learning and care in consistent and transparent ways. Policies and Procedures, including *Emergency & Evacuation* and *Excursion* procedures, are provided to families through both the Enrolment Pack and Induction process and to employees and volunteers through the Induction process.
- We ensure that our premises, furniture and equipment are safe, clean and in good repair. All employees are vigilant and proactive in addressing or reporting any concerns around the maintenance of the Centre and its resources, and families, volunteers and children are also encouraged to provide feedback to the Director or Responsible Person.
- Our Centre is Smoke-Free to protect the health of children, families, employees, visitors, students and contractors and to provide a clear message to the community that DECD is committed to reducing harm caused by tobacco. The policy and information can be located at <https://myintranet.learnlink.sa.edu.au/library/document-library/controlled-policies/smoke-free-policy.pdf>.

### Inclusivity:

As a Centre we are bound by the **United Nations Convention on the Rights of the Child** which entitles all children, regardless of race, colour, sex, religion or nationality, to be protected from sexual abuse, to receive special help if they are abused, to have their opinions heard about matters that affect them, to receive and share information, and to be treated with dignity if disciplined. All children and staff have a right to feel safe and secure, and to be protected from all forms of abuse or neglect.

### The Declaration of the Rights of the Child lays down ten principles (2)

1. The right to equality, without distinction on account of race, religion or national origin.
2. The right to special protection for the child's physical, mental and social development.
3. The right to a name and a nationality.
4. The right to adequate nutrition, housing and medical services.
5. The right to special education and treatment when a child is physically or mentally handicapped.
6. The right to understanding and love by parents and society.

7. The right to recreational activities and free education.
8. The right to be among the first to receive relief in all circumstances.
9. The right to protection against all forms of neglect, cruelty and exploitation.
10. The right to be brought up in a spirit of understanding, tolerance, friendship among peoples, and universal brotherhood.

### **Child Protection Policy and Procedures:**

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The **BCCC Director is the identified contact person for child protection concerns**. When the Director is absent, the Deputy Director acts as their delegate, however any Educator at the Centre will be able to assist you with any confidential enquiry.

- The Children's Protection Act 1993 (Part 4, section 11), makes it a legal requirement that all DECD employees, Childcare staff, students and volunteers are mandated notifiers, and that they report all suspected cases of abuse and neglect.
- Educators have a responsibility to protect and keep the children safe while in their care and ensure that effective abuse prevention programs are implemented in education settings.
- The DECD policy Child Protection in Schools, Early Childhood Education and Care Services forms the basis from which our site procedures are formulated and is reflected in our Quality Improvement Plan. It can be located at:  
<http://www.decd.sa.gov.au/docs/documents/1/ChildProtectioninSchoolsE.pdf>
- Educators are required to understand the current child protection laws, their obligations as mandated notifiers and are required to complete the training, 'Responding to Abuse and Neglect Education and Care'.
- Educators with responsibility for programming will be trained in the DECD Child Protection Curriculum: *Keeping Safe, Early Years Band: Ages 3-5years or 0-3years*. This will be incorporated in our learning and care programme.
- Educators are aware of the indicators of abuse, neglect and family violence, and combined with their knowledge of age appropriate behaviours are vigilant in maintaining children's wellbeing & safety.
- Educators understand that the key message about indicators is to appreciate patterns and clusters of behaviours and consult with the Director as the identified contact person for child protection, or in their absence, the Deputy Director and/or other Educators as appropriate.
- If notification is deemed necessary, Educators follow guidelines and procedures as set out in the 'Responding to Abuse & Neglect' Education and Care Training, including notifying the Child Abuse Report Line Service (CARLS) by phoning 13 14 78 and completing a printed copy of the DECD *Mandatory Notification Record*.
- This information will remain strictly confidential within the staff team.

### **Supervision of Children Policy and Procedures:**

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To be employed at our Centre, Educators:

- abide by the *Early Childhood Australia Code of Ethics* and The SA Public Sector *Code of Ethics*
- undergo and maintain current Criminal History Screenings every 3 years
- hold and maintain a current HLTAID004 – Provide an emergency first aid response in and education and care setting Certificate
- have undertaken approved emergency *Asthma, Anaphylaxis* and annual *CPR* training. Educators with current approved qualifications will be on duty at all times and immediately available in an emergency. One Educator may hold one or more of the above qualifications
- are mandated notifiers and trained in 'Responding to abuse and neglect.' We are committed as a profession to be responsive in areas of child protection, wellbeing and safety

- understand they will be allocated as Primary Caregivers to individual children on a daily basis. The intent is for the child to form a strong attachment to that caregiver and for the Educator to serve as the first port of call for other Educators, parents and guardians when enquiring after the child's routines, health or wellbeing
- have *Duty of Care* for every child in their care. This is made clear through the *Sign in/out* sheet in the Childcare Service and the *Roll Book* and *Bus Rolls* in the Preschool Service.
- are vigilant in their supervision of children, and within reason are aware of the location of each of their Primary Caregiving children at any given time
- will supervise children closely, including at meal and snack times, during sleep and routine times and during play. Educators are always in attendance both inside and out, to supervise children and to be there to help avert preventable accidents
- whilst Educators need to be mobile when in the outdoor learning environment, they also need to balance this with communicating with children, supporting and extending their learning and play. Collegiality with colleagues is encouraged to maximise team work and contribute to a friendly environment, however conversations that distract from the primary task of supervision and learning and care of children is discouraged.

Staff have ready access to the fixed-line telephone in the office, and an intercom cordless system is available in the Childcare and Preschool rooms and office area. The Centre mobile phone (0417 887 234) is taken on excursions. A facsimile phone (88 621 271) is used as the emergency backup communication device.

Educators understand that health information and authorisations from parents and guardians (e.g. for medical treatment, transportation by ambulance and for excursions) are kept with the child's enrolment form in their personal file, on SPIKE and the Early Years System Data bases on the Administration computers.

### **SLEEP & REST Policy and Procedures:**

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Current research indicates that the following preventative measures will reduce the incidence of SIDS. These preventative measures will be observed within our Centre:

- Educators will place babies at the bottom of the cot to prevent the child sliding down
- the sheet and blanket to be tucked in firmly at the bottom of the mattress to prevent the sheet and blanket covering the child's head / face
- Educators will place babies to sleep on their back to sleep— unless parents have indicated other preferences IN WRITING
- babies will have minimal clothing to be comfortable. This will reduce chances of overheating
- no cot bumpers, quilts or pillows will be used
- the Centre will only have cots that meet Australian Standards which have a firm, clean and well-fitting mattresses
- Educators will use an intercom system to monitor noises from the Cot Room and undertake regular visual checks every 10 minutes and complete the record sheet on the cot room door
- the temperature in the sleeping rooms will be between 18 – 24 degrees
- beds and cots will be set up to enable adequate vision through the window / door
- babies will be placed in their cots in the cot room with their heads to the road side to enable adequate vision from the door/ window
- the cot room will be free of all cords or they will be secured safely. Dummy chains / cords will be removed
- regular safety checks of cots will be conducted by Educators
- children's bottles will be removed from cot once finished with
- Educators do not encourage toys for infants under 6 months of age for sleeping

- hair ties will be removed
- Educators will discuss sleep routines with parents upon enrolment and as sleep routines / requirements change
- current information about SIDS and cot / bed safety will be available to parents via newsletters, pamphlets and the parent notice board.

Prams or pushers are not recommended for sleeping, however they may be used occasionally for unsettled babies. When a pram or pusher is used the following preventative measures will be followed:

- the pram must be stable and the harness must be secured
- the pram will not be covered with a sheet preventing observation and ventilation
- the pram will remain in the main room and be observed by Educators at all times

Educators are aware of the needs for sleep and rest of children being met, having regard to the ages and developmental stages and individual needs of children. For instance, the Preschool program provides a relaxation and book reading time after lunch each day and have created a quiet area in the Kindy room for children to access freely. Childcare Educators cater for individual children's routines and parent and guardian requests around sleep and rest as best as they are able.

- For the younger children, cots and sleeping mats, which meet the relevant safety requirements, are provided to enable the child to sleep comfortably and securely. Children are clothed appropriately for comfortable rest. In Preschool children generally use the lounge or large cushions, depending on their personal preference.
- The Centre will use a sound monitor for the baby sleep room. Children are checked visually at regular intervals to ensure their well-being, to minimise distress from being left alone for too long after waking, and to ensure that other children in the room receive adequate rest.
- Children who do not wish to sleep are encouraged to have some rest by reading books or listening to relaxing music. Quiet activities will be programmed to occupy the child without disturbing the other sleeping/resting children.
- Childcare Educators will consult with parents in regard to their wishes, the normal sleep patterns of their child, and whether comfort items such as soft toys are required.

NB: Our indoor spaces are well ventilated, have a combination of natural and artificial light and Educators monitor the temperature of the rooms, using the air conditioners, fans, windows and doorways in response to children's needs. Ideally the air temperature in the Childcare and Preschool room is approximately 18-24°C all year round

### **Supporting Resources:**

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- *BCCC Vision, Values and Philosophy Statements*
- *Protective Practices for staff in their interactions with children and young people. Guidelines for staff working or volunteering in education and care settings*, Government of South Australia, Department of Education and Children's Services 2011, South Australia
- *Early Childhood Australia: Code of Ethics*, [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- SA Public Sector Code of Ethics Code of Ethics resources are available at: <http://www.decd.sa.gov.au/hrstaff/pages/default/CodeOfEthics/>
- The DECD policy *Child Protection in Schools, Early Childhood Education and Care Services* can be accessed at <http://www.decd.sa.gov.au/docs/documents/1/ChildProtectioninSchoolsE.pdf>

- 'Responding to Abuse and Neglect Education and Care'  
<http://www.decd.sa.gov.au/speced2/pages/childprotection/RespondingToAbuseAndNeglectTraining>
- *Keeping Safe: Child Protection Curriculum Early Years Band: Ages 3-5*, Government of South Australia, Department of Education and Children's Services 2008, South Australia.
- SMART Training DECD Website: Child and Student Wellbeing
- *United Nations Convention on the Rights of the Child* mandate
- <http://www.sidsandkids.org/safe-sleeping/> and <http://www.sidsandkids.org/safe-sleeping/education-and-care-services/>
- *Best Practice Indicators for Health, Families SA and Childcare Staff: South Australian Safe Infant Sleeping Standards'*, 2011
- *South Australia Safe Infant Sleeping Standards, Best Practices Indictors for Health, Families SA and Childcare Staff, SA Health March 2011*

**Sources:**

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- DECD Behaviour Support Policy for Early Childhood Services; and Managing Children's Behaviour Early Childhood Resource
- DECD Bullying and Harassment at School: Advice for parents and caregivers
- DECD Child Protection: Guidelines for Schools, Preschools and Out of School Hours Care
- Australian Children's Education & Care Quality Authority, October 2011, **National Quality Framework Resource Kit**

**Policy last reviewed:** Term 4 2015

**Policy review due:** Term 4 2016

**Approval Signature:**