



# Child Safe Environment Policy

<b>Purpose:</b>	<p>The purpose of this policy is to help ensure the safety and wellbeing of children enrolled at River School Early Childhood Centre via the provision of a child safe environment.</p> <p><i>Employees, Families, and any concerned parties should note that this policy acts as an umbrella policy to tie together a framework for child safety at this service. This policy takes a holistic approach to child safety, particularly focusing on the physical safety of children whilst at the service. It is strongly related to the more specific Child Protection Policy and Child Risk Management Strategy policies. This policy also incorporates references to the many other policies and procedures that services have to help ensure the safety of children.</i></p>		
<b>Scope:</b>	<p>Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements</p>		
<b>Status:</b>	Approved	<b>Supersedes:</b> All previous Child Safe Environment Policies	
<b>Authorised by:</b>	Dee Farquharson	<b>Date of Authorisation:</b> 15 Sep 2021	
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Education and Care Services National Law Act 2010</a></li> <li>• <a href="#">Education and Care Services National Regulations 2011</a>: Regulations 14, 15, 16, 46, 84, 145, 146, 147, 168(2)(h), 170, 171, 172, 175, 176, 181, 183, 184</li> <li>• <a href="#">National Quality Standard</a>: Quality Areas 2.3.1, 2.3.2, 2.3.3, 2.3.4, 4.2.3, 7.1.2, 7.1.5, , 7.3.3, 7.3.4 and 7.3.5</li> <li>• River School Early Childhood Centre Child Protection Policy</li> <li>• River School Early Childhood Centre Child Risk Management Strategy</li> <li>• All other River School Early Childhood Centre policies referenced in this policy</li> </ul>		
<b>Review Date:</b>	Every 2 years	<b>Next Review Date</b> September 2023	
<b>Policy Owner:</b>	Ananda Marga Education Ltd.		

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## Policy Statement

The River School Early Learning Centre is committed to high quality maintenance of our buildings and the grounds thus promoting a safe environment for all children, families, staff, and visitors to our service. The building, grounds and equipment will be maintained and monitored regularly in a scheduled and planned manner to ensure all issues are dealt with quickly and professionally.

Children's awareness of the environment and sustainable practice will be supported through daily practices, resources, and interactions. The physical environment will support children's learning, safety, levels of engagement and access to positive experiences and inclusive relationships.

River School Early Childhood Centre will ensure that it undertakes the following actions in relation to child protection:

- Keep employees and families up to date with current child protection legislation, in accordance with the River School Early Childhood Centre's Child Protection Policy and Risk Management Strategy.
- Report complaints or circumstances at the service relating to a risk to the health, safety or wellbeing of a child to the Regulatory Authority, in accordance with the River School Early Childhood Centre's Child Protection Policy.
- Set and uphold a high standard of behaviour for employees, in particular regarding their behaviour towards and relationships with children, in accordance with the River School Early Childhood Centre's Employee Code of Conduct.
- Act to recruit, select, train, and manage employees in such a way that limits risks to children, in accordance with the River School Early Childhood Centre's Child Protection Policy and Code of Conduct.
- Manage any breaches of the River School Early Childhood Centre's Child Protection Policy and Code of Conduct in accordance with those policies; and
- Require all relevant perspective or current employees, volunteers, trainee students and others to hold an appropriate Working with Children Blue Card or Exemption Notice, in accordance with the River School Early Childhood Centre's Child Protection Policy and Code of Conduct.

River School Early Childhood Centre will ensure that it undertakes the following actions in relation to a physically safe environment for children at the service:

- Effectively supervise children in all areas and activities of the service, including by identifying potential supervision risks and acting to minimise them, in accordance with the River School Early Childhood Centre Supervision Policy.
- Reasonably identify, assess and manage hazards and potential risks for children, including potentially dangerous products, plants, objects and animals at the service, in accordance with the River School Early Childhood Centre Work Health and Safety, Water Safety and Sun Protection Policies.

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- Alert children to safety issues and encourage them to develop the skills to assess and minimise risks to their own safety, in accordance with the River School Early Childhood Centre Work Health and Safety Policy.
- Meet all relevant safety standards for equipment and materials at the service, in accordance with the River School Early Childhood Centre Work Health and Safety, Health and Hygiene, Water Safety, Sun Protection and Sleep, Rest and Relaxation Policies.
- Conduct daily safety checks, identify and undertake appropriate maintenance of buildings and equipment and manage pest and vermin inspections and eradications, in accordance with the River School Early Childhood Centre Maintenance of Buildings and Equipment Procedure.
- Conduct a risk assessment for potential excursions and plan for children's safety during excursions, in accordance with the River School Early Childhood Centre Work Health and Safety and Excursions Policies and Risk Management Framework.
- Has appropriate emergency procedures and medical action plans in place and practice these as required, in accordance with the River School Early Childhood Centre Emergency Management Plan and Managing Medical Conditions Policy; and
- Maintain an awareness of the people who have contact with children at the service, and who collect children from the service, in accordance with the Child Protection, Volunteers and Students, Delivery and Collection of Children and Acceptance and Refusal of Authorisations Policies.

## Responsibilities

### River School Early Childhood Centre

River School Early Childhood Centre has the following role and responsibilities:

- Ensure that all aspects of the safety of children enrolled at the service are protected as far as reasonably possible; and
- Act in accordance with the policy commitments made in this Policy and the related River School Early Childhood Centre's Child Protection Policy and Risk Management Policy.

### Employees

Employees of River School Early Childhood Centre have the following role and responsibilities:

- Ensure that all aspects of the safety of children enrolled at the service are protected as far as reasonably possible; and
- Act in accordance with this Policy and the related River School Early Childhood Centre Child Protection Policy and Risk Management Policy.

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## Implementation

In practice, the River School Early Childhood Centre's commitment to ensuring a child safe environment means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of the safety of children, including the development and implementation of this Policy, the related Child Protection Policy and Risk Management Policy.
- Training – provide employees with access to appropriate training in maintaining a child safe environment; and
- Record keeping, monitoring, reporting – keep appropriate records, monitor, and report on child safety within the service in line with the River School Early Childhood Centre's Child Protection Policy, Risk Management Policy, Work Health and Safety Policy and other policies and procedures referred to in this Policy.

## Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, the River School Early Childhood Centre will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.

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