

NSK and NCC OSCH Child Safe Environment Policy

Purpose:	The purpose of this policy is to help ensure the safety and wellbeing of children enrolled at Next Steps Kindy and Northside Christian College Outside School Hours Care via the provision of a child safe environment.	
Scope:	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	
Status:	Approved	Supersedes: Click here to enter text.
Authorised by:	NSK and NCC OSHC Board	Date of Authorisation: 13 Jun 2018
References:	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011: Regulations 14, 15, 16, 46, 84, 145, 146, 147, 168(2)(h), 170, 171, 172, 175, 176, 181, 183, 184 • National Quality Standard: 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 	
Review Date:	Annually	Next Review Date: 2019
Policy Owner:	Emma Thomas and Gena Smith	

Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care 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 NSK and NCC OSHC Child Protection Policy and Child 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 NSK and NCC OSHC Child Protection Policy;
- Set and uphold a high standard of behaviour for employees, particularly regarding their behaviour towards and relationships with children, in accordance with the NSK and NCC OSHC Employee Code of Conduct and Interactions with Children Policy;
- Act to recruit, select, train and manage employees in such a way that limits risks to children, in accordance with the NSK and NCC OSHC Child Risk Management Strategy;

- Manage any breaches of the NSK and NCC OSHC Child Protection Policy and Child Risk Management Strategy in accordance with those policies; and
- Require all relevant perspective or current employees, volunteers, trainee students and others to hold an appropriate blue Card or Exemption Notice, in accordance with the NSK and NCC OSHC Child Risk Management Strategy.

Next Steps Kindy and Northside Christian College Outside School Hours Care 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 NSK and NCC OSHC Supervision and Safety Plan;
- 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 NSK and NCC OSHC Work Health and Safety, Water Safety and Sun Protection Policies;
- 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 NSK and NCC OSHC Work Health and Safety Policy;
- Meet all relevant safety standards for equipment and materials at the service, in accordance with the NSK and NCC OSHC Work Health and Safety, Health and Hygiene, Water Safety, Sun Protection and Sleep and Rest Policies;
- Conduct daily safety checks, identify and undertake appropriate maintenance of buildings and equipment and manage pest and vermin inspections and eradications,
- Conduct a risk assessment for potential excursions and plan for children's safety during excursions, in accordance with the NSK and NCC OSHC Work Health and Safety and Excursions Policies;
- Has appropriate emergency procedures and medical action plans in place and practices these as required, in accordance with the NSK and NCC OSHC Campus wide Emergency Procedures and 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 NSK and NCC OSHC policies.

Responsibilities

Next Steps Kindy and Northside Christian College Outside School Hours Care 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 NSK and NCC OSHC Child Protection Policy and Child Risk Management Strategy.

Employees

Employees of Next Steps Kindy and Northside Christian College Outside School Hours Care 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 NSK and NCC OSHC Child Protection Policy and Child Risk Management Strategy.

Implementation

In practice, Next Steps Kindy and Northside Christian College Outside School Hours Care 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 Child Risk Management Strategy;
- 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 NSK and NCC OSHC Child Protection Policy, Child Risk Management Strategy, 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*, Next Steps Kindy and Northside Christian College Outside School Hours Care 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.
- Anecdotal notes and reports about suspicions or disclosures of harm and neglect are completed and kept in line with the NSK and NCC OSCH Records Retention policy.
- Our Philosophy and Practice reflect our commitment to Child Safety.