D-42 Child Safe Policy

NQS

QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.3	Child protection.
QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.2.2	Professional standards.
QA. 5.1.2	Dignity and rights of the child.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

National Law & regulations

Sec. 162A	Child protection training
Sec. 165	Offence to inadequately supervise children
Sec. 166	Offence to use inappropriate discipline
Sec. 167	Offence relating to protection of children from harm and hazards
Reg. 82	Tobacco, drug, and alcohol-free environment
Reg. 84	Awareness of child protection law
Reg. 103	Premises, furniture, and equipment to be safe, clean and in good repair
Reg. 115	Premises designed to facilitate supervision
Reg. 122	Educators must be working directly with children to be included in ratios
Reg. 123	Educator to child ratios – centre-based services
Reg. 145	Staff record
Reg. 155	Interactions with children
Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and procedures to be followed
Reg. 175 (d) (e)	Prescribed information to be notified to Regulatory Authority
Reg. 176	Time to notify certain information to Regulatory Authority
Reg. 181	Confidentiality of records kept by approved provider
Reg. 358	Working with children check to be read

My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
	Children and young people learn to interact in relation to others with care, empathy and respect
LO. 3	Children and young people become strong in their social, emotional and mental wellbeing

Child Safe Standard

Standard 1	Child safety is embedded in organizational leadership, governance and culture
Standard 2	Children participate in decisions affecting them and are taken seriously
Standard 3	Families and communities are informed and involved
Standard 4	Equity is upheld and diverse needs are taken into account
Standard 5	People working with children are suitable and supported
Standard 6	Processes to respond to complaints of child abuse and child focused
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
Standard 8	Physical and online environments minimise the opportunity for abuse to occur
Standard 9	Implementation of the Child Safe Standards is continuously reviewed and improved
Standard 10	Policies and procedures document how the organisation is child safe

Policy Statement

All children at SYLVANIA HEIGHTS BASC have a right to feel safe, protected and included.

This policy is part of our organisation's ongoing commitment to protecting the children in our care from harm and abuse. It outlines the child safe practices our organisation has put in place to minimise the risks to child safety. The policy also sets out what is required from staff, including volunteers and others who interact with our organisation, so they know what is expected from them to keep children safe.

At SYLVANIA HEIGHTS BASC we are committed to the safety and wellbeing of every child in our care. The Statement of Commitment to Child Safety is available on the SYLVANIA HEIGHTS BASC website and is displayed at the entrance.

Our service ensures services and activities are inclusive of all children, including children with diverse needs.

Related Policies

- SYLVANIA HEIGHTS BASC Policy A-3: Philosophy
- SYLVANIA HEIGHTS BASC Policy A-11: Maintenance of Records
- SYLVANIA HEIGHTS BASC Policy A-15: Role of Management Committee
- SYLVANIA HEIGHTS BASC Policy A-17: Privacy and Confidentiality
- SYLVANIA HEIGHTS BASC Policy A-19: Nominated Supervisor
- SYLVANIA HEIGHTS BASC Policy C-1: Staff Recruitment and Selection
- SYLVANIA HEIGHTS BASC Policy C-3: Staff Orientation and Induction
- SYLVANIA HEIGHTS BASC Policy C-4: Educator Professionalism
- SYLVANIA HEIGHTS BASC Policy C-10: Volunteers/students/visitors
- SYLVANIA HEIGHTS BASC Policy C-11: Staff Child Ratios
- SYLVANIA HEIGHTS BASC Policy C-12: Communication
- SYLVANIA HEIGHTS BASC Policy C-14: Reportable Conduct

- SYLVANIA HEIGHTS BASC Policy D-11: Management of Incident, Injury and Trauma
- SYLVANIA HEIGHTS BASC Policy D-13: Illness and Infectious diseases
- SYLVANIA HEIGHTS BASC Policy D-22: Child protection/Mandatory reporting
- SYLVANIA HEIGHTS BASC Policy D-23: Child Management / Behaviour Guidance
- SYLVANIA HEIGHTS BASC Policy D-30: Supervision
- SYLVANIA HEIGHTS BASC Policy D-34: Hazard Identification, Risk Assessment
- SYLVANIA HEIGHTS BASC Policy: E-6: Technology
- SYLVANIA HEIGHTS BASC Policy E-11: Facebook

Procedure

Everyone in our service is expected to carry out the requirements specific to their role to keep children safe. This includes:

- Upholding our service's commitment to child safety
- Reading, signing and upholding the behaviours set out in our Child Safe Code of Conduct
- Creating a child safe risk management plan
- Meeting requirements across all other child safe policies and procedures, including child safe recruitment practices and risk management
- Taking part in regular reviews of our child safe documents
- Reporting all breaches of policies or any allegations of child harm or abuse and meeting all external reporting obligations
- Completing all child safe training
- Not use personal electronic devices to take photos, record audio or capture video of children

Any questions concerning child safety should be referred to the Centre director.

Active participation of children, families and communities

All SYLVANIA HEIGHTS BASC child related policies and procedures are easily accessible on our website and in the policy folder at the centre for everyone who accesses our service, including children, parents, carers and community members.

Children, parents and carers from diverse backgrounds and circumstances are encouraged to provide feedback on SYLVANIA HEIGHTS BASC child-related policies and procedures, including the Child Safe Code of Conduct that describes acceptable and non-acceptable behaviours and the risk assessment management plan.

SYLVANIA HEIGHTS BASC provides opportunities for children to provide feedback to educators and management on what makes them feel safe supported and included.

Definitions of harm and abuse

Psychological abuse (also known as emotional abuse)
This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Physical abuse
This includes physical punishment, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.

Sexual abuse
This includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material.

Grooming
This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.

Misconduct
This is inappropriate behaviour that may not be as severe as abuse but could indicate that abuse is occurring and would often be in breach of an organisation's Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Lack of appropriate care
This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

The child safe policy covers:

Transporting children
Best practice is to always have two adults travelling with children. If this is not possible, a suitable arrangement must be made between the organisation and the parents of the children. If a child is alone with an adult in a car they must sit on the back seat. Every child should be accounted for at the end of a journey.

Social media use and online communication
Staff and volunteers must never communicate privately with children online or on social media. Any necessary online communication should include the child's parent or carer in the correspondence.

Photography and the use of images

Photos and videos of children can only be taken with the permission of parents or carers. Parents and carers must also approve any images used on our social media channels. It is unacceptable for staff or volunteers to take photos or videos of children, other than their own, on personal devices, or to share images without permission.

Physical contact

Physical contact with children should be kept to a minimum. Everyone involved in the organisation is expected to have healthy physical boundaries with children.

Gifts and benefits

Staff and volunteers must never give gifts to children, or bestow benefits of any kind to a child, unless they have direct permission from the child's parents or carers.

Secondary employment

Staff members must declare any secondary employment and make sure there are no conflicts of interest associated with the employment.

Staff and volunteers are not allowed to babysit children in our care unless they know the family or carer outside the organisation. It this is the case, they must let the service know that this arrangement is in place so it can be documented.

Out of hours contact with children

Staff and volunteers must let us know about any out-of-hours contact they have with children in our care. It is unacceptable for staff or volunteers to participate in the lives of children outside the organisation without a valid reason. Professional boundaries with the children in our care must be maintained at all times.

Illness and injury management

Injuries must be reported to the first aid officer/Responsible person on duty and first aid administered in a safe space within lines of sight of other adults.

Reporting requirements for different types of concerns or incidents

Sylvania Heights BASC D-22 Child Protection/Mandatory reporting policy sets out requirements and procedures if a staff member has concerns about the safety, welfare or wellbeing of a child attending the service.

Sylvania Heights BASC C-14 Reportable Conduct policy sets out requirements and procedures for complaints, allegations, disclosures and reports, and external reporting obligations.

Sylvania Height BASC A-14 Dealing with complaints policy outlines how families and children can raise their concerns with the centre and the procedures to be followed.

Complaints regarding concerns about harmful sexual behaviour of another child:
Educators should listen respectfully and take all family concerns seriously. Where possible, families are encouraged to put their concerns in writing – preferably by email to the Centre Director/Nominated Supervisor or Management Committee. Educators should refer to the **Child Protection Policy (D-22 Child Protection/Mandatory Reporting)**

It is essential that families feel heard and supported, and that all significant conversations are documented. The Director/Supervisor must be informed immediately to assess the situation and determine next steps.
Throughout the process, the privacy and dignity of all families involved will be protected. Families will be appropriately engaged in the handling of the matter and informed of decisions and outcomes, while confidentiality is maintained. Consideration will also be given to each child's stage of development and what constitutes age-appropriate behaviour.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia – V2.0
- Children (Education and Care Services National Law Application) Act 2010
- Children and Young Persons (Care and Protection) Act (1998)
- Privacy Act 1988
- Privacy and Personal Information Protection Act 1998

- Working with Children Check NSW
- Commission for Children and Young People Act 1998
- Child Protection (Prohibited Employment) Act 1998
- Children's Guardian Act 2019
- NQF Review: Providing a child safe environment
- Crimes Act 1900

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