



# Child Safe Policy

<b>Policy Number</b>	QA2/25	<b>Title</b>	Child Safe Policy
<b>Revision</b>	1.1	<b>Written By</b>	Nominated Supervisor
<b>Reviewed By</b>	EHOOSH Management Committee	<b>Approved By</b>	EHOOSH Management Committee
<b>Supersedes</b>	1.0	<b>Effective Date</b>	August 2024

## 1. Policy Statement

Eastwood Heights OOSH is committed to ensuring the safety of children and young person’s when using our facilities. We are also committed to safeguarding the interests and promoting the dignity and rights of children and young person’s when they are using our facilities. This includes vulnerable persons.

Eastwood Heights OOSH has zero tolerance for child abuse and utilises reporting systems to respond to and report allegations of child abuse in a timely manner. As before and after school care provider this is likely to be actions of child abuse which occur when children and young persons are using our facilities.

Eastwood Heights OOSH further states:

- We have a commitment to a culture of safeguarding where children and young persons are happy, safe and feel empowered.
- We have a commitment to comply with legal requirements such as those required under the Children Guardian Act 2019.

- A commitment that our staff aim to protect the rights of children and young persons in their care.
- A commitment to listen to the voice of children and young persons and utilise approaches to assist them to be heard, as well as ensuring they feel empowered.
- A commitment that our leaders understand and oversight the safeguarding in the organisations.
- A commitment to provide our staff with appropriate training in key safeguarding areas such as supervision, interaction with children and young people, conflict de-escalation and managing difficult behaviours. This training is regularly provided and updated.
- A commitment to have Policies and Procedures which give effect to the approach to safeguarding.
- We use a risk-based approach to manage safeguarding responsibilities.
- A commitment to utilise a complaints system which allows persons to raise concerns, be supported and which ensures a consistent process is followed to manage complaints.
- We have developed a culture of reporting as required in a timely manner to appropriate organisations.
- A commitment to utilise appropriate employment process to screen, interview and employ staff.
- A commitment to create a safe physical and online environment which is appropriately oversighted.

### **Our Commitment to Vulnerable Persons**

Eastwood Heights OOSH is committed to recognising and responding to children and young person's vulnerability in a respectful and caring manner.

We recognise the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and also aim to provide a safe environment for children with a disability.

## 2. Introduction

This policy demonstrates our commitment to protecting the safety, and welfare of the children in our care. Child Safety is a shared responsibility and promoting children's rights to be safe and protected from harm and abuse is our priority. Our policy sets our approaches and strategies to implementing the Child Safe Standards in every aspect of our work with children and young people to ensure compliance with all laws, regulations and standards in NSW.

## 3. Background

The *Education and Care Services National Regulations* require that staff, volunteers, and students are advised of the existence and application of the child protection law in NSW and understand any obligations held under that law.

## 4. Scope and Audience

This policy provides information and guidance to the following stakeholders:

- Employees
- Volunteers
- Work placement students
- Contractors
- Parents, carers, and family members
- Children and young people
- Parent Management Committee (PMC) members

This policy applies to all activities taking place in our environments physical, online, on-site and off-site during the school term and vacation care.

Service providers who deliver services to children such as delivery of workshops must comply with the terms and conditions in this policy and the *EHOOSH Child Safe Code of Conduct*.

This policy will be considered when developing, designing, and managing other policies and programs to ensure they include relevant child safety considerations.

## 5. Child Safe Code of Conduct

All stakeholders as mentioned in 4. *Scope and Audience* are expected to adhere to and act in accordance with the *EHOOSH Child Safe Code of Conduct*.

## 6. Roles and Responsibilities

<p><b>Parent Management Committee</b></p>	<ul style="list-style-type: none"> <li>• Endorses the Child Safe Policy.</li> <li>• Annual review of the Child Safe Policy.</li> <li>• Ensures a child safe culture in all aspects of the operation of the service in accordance with relevant legal requirements.</li> </ul>
<p><b>Nominated Supervisor</b></p>	<ul style="list-style-type: none"> <li>• Provides leadership in maintaining a child safe culture and upholding Children’s Rights.</li> <li>• Ensures staff are aware of this policy and their obligations and assists them to meet their obligations.</li> <li>• Assists staff to make complaints about child abuse or harm.</li> <li>• Supports staff to complete child safety training relevant to their role.</li> <li>• Takes immediate actions when an employee may not be meeting their obligations under this policy.</li> </ul>
<p><b>Leadership Team</b></p>	<ul style="list-style-type: none"> <li>• Assist in implementing the <i>Child Safe Policy</i> and all relevant policies in all aspects of the service.</li> <li>• Assist in promoting and implementing the Child Safe Standards.</li> <li>• Considers the Child Safe Recruitment Process when selecting and hiring the most suitable staff to work with children and young people.</li> <li>• Identifies, assesses and responds to risks (Child Safe Risks Management Plan).</li> <li>• Maintain a register of Working with Children Checks (WWCC).</li> <li>• Periodically review and audit WWCC.</li> <li>• Annually review all positions to review and confirm all child-related positions.</li> <li>• Coordinate child safe training for staff and monitor compliance.</li> </ul>
<p><b>All Staff</b></p>	<ul style="list-style-type: none"> <li>• Complete Child Safety training as directed</li> </ul>

- Comply with the *EHOOSH Code of Conduct* and *Child Safe Code of Conduct*.
- Comply with all relevant requirements of this policy and relevant policies.
- Comply with all requirements or directions given to them by Nominated Supervisor for the implementation of risk controls.
- Report potential risk to child safety including any breaches of this policy.

## 7. NSW Child Safe Standards

Below are the NSW Child Safe Standards according to the [Guide to Child Safe Standards](#):

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

## 8. Child Safe Standards and Procedures

### Standard 8:

**Physical and online environments minimise the risk for abuse to occur**

### Standard 10:

**Policies and procedures document how the organisation is child safe.**

### Managing drop off and pick up of children

The *Delivery and Collection of Children Policy* gives clear guidelines of how the service handles an effective arrival and departure of children in a manner that safeguards each child's health, safety and wellbeing. The following principles must be applied:

- **Delivery of children by parents/carers**
  - All parents and carers must sign in their child/children at the time of arrival for Before School Care and Vacation Care.
  - Children should not be left at the service unattended any time prior to the opening hours of the service.
- **Record of attendance of children arriving at the service after school and those attending extra -curricular activities**
  - Educators will sign in all children attending EHOOSH after school. Children who need to attend extra-curricular activities will be signed out then signed in when they return to the service.
- **Collection of children from the service**
  - Only a person listed as an authorised nominee on a child's enrolment form is permitted to collect a child from the service. This could be a parent, carer or a person whose name is listed as an authorized nominee including emergency contact.
- **Late collection**
  - It is the responsibility of parents/carers to collect their child/children and make alternative arrangements if they cannot do so.
  - Any alternative arrangements for collecting children must have the consent of the parent/carers.

- If parents/carers are running late, they should notify the service as soon as possible. If parents /carers do not notify the service, educators will contact them.
- All staff will follow the procedures for late collection.
- There will be a minimum of 2 educators with the child/children until they are signed out of the service by the parent, authorised nominee or emergency contact.

**Standard 8:**  
**Physical and online environments minimise the risk for abuse to occur**

**Transportation of children** to and from excursions sites is subject to *Child Safe Principles* under the *National Principles for Child Safe Organisations*.

- Employees may only transport children in an emergency circumstance that are directly related to the delivery of BSC/ASC and Vacation Care programs.
- Employees must not transport children in their private vehicles.

**Standard 10:**  
**Policies and procedures document how the organisation is child safe.**

- In the event of an emergency where a child requires transportation from other than their parents, carers and authorised nominee, prior written approval from their parents or carers will be provided on their enrolment forms.
- Transportation of children to and from excursions sites is subject to *Child Safe Principles* under the *National Principles for Child Safe Organisations*.
- To prevent the likelihood of any harm and abuse occurring to any children when travelling, thorough risk assessments are conducted, and safety measures are implemented (please refer to the *Safe Transportation of Children Policy* and *Supervision Policy*)
- Educator to child ratio is maintained whilst ensuring no child is left on their own with an educator.
- Adequate supervision as per our *Supervision Policy* is applicable during travelling times which include on transport and by foot.
- Ensure safe disembarking of all children and no child is left behind on a transport and at an excursion site/venue.



- Educators should familiarise themselves with the *Safe Transportation of Children Policy* and *Supervision Policy* when transporting children to and from excursion sites.

**Standard 8:**

**Physical and online environments minimise the risk for abuse to occur**

**Standard 10:**

**Policies and procedures document how the organisation is child safe.**

**Photographs and videos of children**

- Written consent is obtained from parents or guardians before photos and videos of their child are taken.
- Staff members should be aware of the names of children whose parents/carers have refused consent for their child to be photographed and videoed.
- Staff members should respect a child’s right to refuse to be photographed and videoed.
- Staff members should ensure photographs or videos present children in a dignified and respectful manner and not in a vulnerable or submissive manner.
- Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Images and videos should not be distributed to anyone external or be posted on any external platform.
- Staff members should use EHOOSH devices to take photos/videos to take children’s photos and never on their personal devices.
- Digital images should be stored securely with an access code
- Store images and footage (digital or hard copy) in a manner that prevents unauthorised access by others and will destroy or delete the images and footage as soon as they are no longer required.

**Standard 8:**

**Physical and online environments minimise the**

**Online and electronic communication including social media**

- Online and electronic communication occurs through work related platforms such as Hubhello, Chimpmail, EHOOSH mobile phone and emails. Staff members should not connect with children and families through their private phone calls and messaging accounts.

**risk for abuse to occur**

**Standard 10:**

**Policies and procedures document how the organisation is child safe.**

- To reduce the risk of an adult interacting inappropriately with children through social media, these communications should be group messages, not private one-on-one chats.

**Digital use of electronic devices and safe use of technology by children when at OOSH**

- Children are supervised by educators when using electronic devices such as tablets. Children have limited access to apps and the internet.

**Supervision of children**

- Staff must ensure adequate supervision of children at all times. Educators should be alert to and be aware of potential risks in the environment. Supervision should be active, constant, and diligent. Educators should adhere to educator to child ratios and must not be on their own with a child.

**Standard 5:**

**People working with children are suitable and supported**

**Standard 7:**

**Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training**

**Recruitment, Training and Induction**

There are robust recruitment processes in place to recruit staff who are suitably qualified to provide child safe practices and behaviour. Recruitment processes are aligned with the Child Safe Standards and Child Protection Legislation requirement.

Recruitment processes emphasise child safety and include advertising roles with knowledge and experience in child safe legislations requirement, interview questions that refer to child safe behaviour and practices, and robust referee checks.

**Working with Children Check**

All staff must hold and maintain a current Working with Children Check.

WWCC requirements will be managed in accordance with the Child Safe Procedure – Working with Children Checks.

**Standard 1:**

**Child Safety is embedded in organisation leadership, governance and culture.**

**Standard 10: Policies and procedures document how the organisation is child safe**

**Standard 6: Processes to respond to complaints of child abuse are child focused**

**Child Safe Risk Management Plan (CSRMP)**

As per requirement 1 of the Commonwealth Child Safe Framework, annual risk assessments should be undertaken to identify and mitigate child safety related risks. Mitigation strategies should be implemented and reviewed. All other aspects of the program, daily activities, other policies and procedures and risk assessments should include components of child safety risks management. Risk management is conducted for each of the standard.

A Child Safe Risk Management Plan describes the risks and the methods used to reduce or remove them.

EHOOSH will create a robust Child Safe Risk Management Plan aiming at removing potential risks of harm as much as possible. While this might not always be possible, EHOOSH will take all necessary steps to reduce the chances of them occurring in our setting. To do so, we will follow the 7 steps to an effective CSRMP as stipulated in Risk Management and the Child Safe Standards by the Office of Children’s Guardians:

**Identify**

- Step 1: Identify the settings you operate in where adults interact with children.
- Step 2: Identify the risks if there is harm and abuse in each setting.

**Assess**

- Step 3: Consider the likelihood of each risk occurring.
- Step 4: Consider the consequence of each risk.
- Step 5: Calculate risk hierarchy.

**Control**

- Step 6: Identify and introduce suitable protective strategies for each risk.

**Review**

Step 7: Monitor and review.

## **Child Safe Code of Conduct**

*Child Safe Policy* should be read in conjunction with the *Child Safe Code of Conduct*. All stakeholders should understand, adhere to and implement child safe acceptable behaviours and refrain from any behaviours of concern and unacceptable behaviours that are harmful to children and young people. Clear and detailed information are provided about behaviours that constitute child abuse (Please see Appendix A in *Child Safe Code of Conduct*):

- General
- Sexual abuse
- Physical abuse
- Emotional abuse
- Neglect
- Ill treatment
- Grooming

The *Child Safe Code of Conduct* outlines disciplinary actions for breaches and non-compliance by any staff, students on placement, volunteers.

## **Child Safe Reporting Policy (CSRP)**

**The Child Safe Reporting Policy** details on how to make and respond to a complaint, including procedures to make sure the response is child-focused, fair, transparent and timely. All staff and stakeholders should read and understand the steps to take in responding to complaints of child abuse, how to report to external agencies in line with legislative obligations.

## 12. Legislation

Crimes Act 1900 (NSW)

Children and Young Persons (Care and Protection) Act 1998

Children's Guardian Act 2019 (NSW)

Child Protection (Offenders Registration) Act 2000 (NSW)

Child Protection (Working with Children) Act 2012 (NSW)

Child Protection (Working With Children) Regulations 2013

## 13. Legislative Requirements

Regulation 162A	Persons in day-to-day charge and nominated supervisors to have child protection training
Regulation 165	Offence to inadequately supervise children
Regulation 166	Offence to use inappropriate discipline
Regulation 167	Offence relating to protection of children from harm and
Regulation 169	Offence relating to staffing arrangements
Regulation 170	Offence relating to unauthorised persons on education and care service premises
Regulation 173	Offence to fail to notify certain circumstances to Regulatory Authority
Regulation 174	Offence to fail to notify certain information to Regulatory Authority
Regulation 175	Offence relating to requirement to keep enrolment and other documents
Regulation 82	Tobacco, drug and alcohol-free environment

Regulation 84	Awareness of child protection law
Regulation 87	Incident, injury, trauma and illness record
Regulation 100	Risk assessment must be conducted before excursion
Regulation 102B	Transport risk assessment must be conducted before service transports child
Regulation 120	Educators who are under 18 to be supervised
Regulation 123	Educator to child ratios—centre-based services
Regulation 145	Staff record
Regulation 146	Nominated supervisor
Regulation 166	Children not to be alone with visitors 168(2)(h)
Regulation 168(2)(h)	Education and care services must have policies and procedures in relation to providing a child safe environment
Regulation 175	Prescribed information to be notified to Regulatory Authority
Regulation 177	Prescribed enrolment and other

### 13. Relevant Service Policies

- *Supervision Policy*
- *Child Protection Policy*
- *Child Safe Arrival Policy*
- *Safe Transportation of Children Policy*
- *Excursion Policy*
- *Child Safe Code of Conduct*
- *Water Policy*
- *Interactions with Children Policy*
- *Providing a Child Safe Environment Policy*

## Revision Chronology

Version Number	Date	Reason for Change
1.0	February 2024	Endorsed by OOSH executive committee
1.1	June 2024	Updated policy