Hills Montessori
preschool & kindergarten

CHILD SAFE ENVIRONMENT

The United Nations Convention on the Rights of the Child (UNCR) outline that children and young people have a right to be safe and cared for, no matter where they are or who they are with. Children have the right to be protected from violence, abuse or neglect. When working with children and young people, it is important to understand children's rights and needs.

We are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment. Children's safety and wellbeing are paramount at our School. Our School embeds the National Principles for Child Safe Organisations and promotes a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging. [NQF October 2023]

PURPOSE

Our School has a legal and ethical responsibility to provide a safe and friendly environment where all children are respected, valued and encouraged to reach their full potential. Children's safety and wellbeing is paramount, and we aim to take all practical steps to protect children and young people from harm or risk of harm, ensuring a healthy and safe environment. We believe that children's safety, rights, and best interests are the paramount consideration for all School operations, decisions and functions. Our School ensures that child safety, wellbeing and best interests take priority over all other considerations, including financial interests or other obligations of management, and are embedded in our daily practices, policies and procedures.

Our School adheres to and aligns with legislative requirements related to taking images or videos of children. (See *Safe Use of Digital Technologies and Online Environments Policy*.) We provide children, staff and visitors with an environment free from the use of tobacco (including vaping), alcohol and illicit drugs.

SCOPE

This policy applies to children, families, all staff, students, volunteers, visitors, and board of the School.

IMPLEMENTATION

Under the Education and Care Services National Regulations the approved provider must ensure that policies and procedures are in place for providing a child safe environment and take reasonable steps to ensure those policies and procedures are followed. (Regulation 168, Regulation 170). The National Law requires management to ensure all children being educated and cared for are adequately supervised and every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. Our focus is to build a child safe environment which is reflected in our School policies and procedures and understood and practiced by all children, young people, staff, visitors, families, volunteers and students.

'Child safety is everyone's responsibility.' (A guide to the Child Safe Standards. p.26. 2020)

KEY TERMS-DEFINITIONS

Code of Conduct	Together with a code of ethics, the code of conduct helps guide interactions between board and staff, as well as informing the school decision-making processes relating to professional standards
Disclosure	The process where a child or young person conveys or attempts to convey that they are being or have been abused.
Inappropriate conduct to a child	any behaviour that a reasonable person would consider to be inappropriate in an education and care service, taking into account the child's age, development, safety, wellbeing and the context of the interaction.
Information sharing	Refers to sharing or exchanging information, including personal information about or related to, abuse in organisational contexts. The terms refer to sharing information between (or within) organisations, as well as sharing information with professionals who provide key services for children.
Mandatory reporter	A person who is required to report known and suspected cases of child abuse and neglect to a nominated government department or agency.
Mandatory reporting	The legislative requirement for selected classes of people to report suspected cases of child abuse and neglect.
National Model Code	The National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code) addresses child safe practices for the use of electronic devices while providing early education and care (ECEC).
National Principles for Child Safe Organisations	Reflect ten child safe standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse and are the vehicle for giving recommendations relating to the standards.
Reportable conduct	Certain organisations or entities have legal obligations under Reportable Conduct Schemes to notify and investigate certain allegations of abuse involving a child, when the allegation is against someone they employ, engage or contract in circumstances outlined in the legislation.
Rights of the Child	Human rights belonging to all children, as specified in the United Nations Convention of the Rights of the Child.
Wellbeing	Sound wellbeing results from the satisfaction of basic needs. It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity, and resilience.
Working With Children Check (WWCC)/Vulnerable Person Check	A notice, certificate or other document granted to, or with respect to a person under a working with children law. The person has been assessed as suitable to work with children; there has been no information that if the person worked with children the person would pose a risk to the children; or the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.

Definitions sourced from
ACECQA. (2023). Policy and procedure guidelines. *Providing a Child Safe Environment*.
NSW Department of Education (2021). Guide to the Child Safe Standards for early childhood education and care and outside schools hours care services

COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE (National Principles 1-10)

Our School is committed to being a child safe organisation and embeds the National Principles for Child Safe Organisations, placing the protection of children as a priority of our responsibilities and obligations. The NSW Child Safe Standards provide guidance for our School to build our capacity as an

organisation to prevent and respond to allegations of child abuse and ensure our policies and procedures, strategies and attitudes, ensure children's safety is paramount.

Our School has a zero tolerance to child abuse, and we are committed to the safety, participation and empowerment of all children. Our *Statement of Commitment to Child Safety* demonstrates our responsibility to protect children, uphold their rights, and embed a culture of child safety across all aspects of our operations.

We promote diversity and tolerance and aim to form equitable and positive relationships with children. We ensure children and young people participate in decisions affecting them and listen and respect their suggestions and ideas. We respond to any concerns, disclosures, allegations or suspicions of harm by reporting to the relevant authorities.

Our School will not tolerate bullying or harassment and our *Behaviour Guidance - Bullying Policy* and procedure outlines the preventative strategies and supervision implemented by our School to deal with bullying and help protect children. Our priority is to ensure the safety and wellbeing of children and young people and encourage positive relationships.

COMMUNICATION (National Principles 2 and 3)

We aim to build and maintain positive and respectful relationships with children, families and all staff of our School and prioritise a child safe environment. We communicate regularly and clearly with all stakeholders and ensure our policies and procedures are available to employees, volunteers, families and children and young people. (Reg. 170). Our policies can be found on our website and in the parent portal on our website. We welcome and encourage children, young people and families to share feedback and evaluation of our policies and procedures through surveys, feedback or discussions with our School Board.

PARTICIPATION OF FAMILIES, CHILDREN AND YOUNG PEOPLE (National Principle 2)

Our School ensures families are always welcome and feel comfortable asking questions on how we prioritise child safety. We provide a range of opportunities for consultation and collaboration about decisions about their child's safety whilst at our School including:

- policy and procedure review
- child protection
- child safe standards
- allegations/grievance procedures
- sun safety
- written authorisations- parenting orders
- code of conduct
- inclusivity and supporting children with diverse needs.
- Use of digital technologies and online environments

We promote a respectful, child safe culture where children's concerns are always responded to, and children feel empowered to participate in decisions and provide feedback to staff.

Our School provides opportunities for conversations with children and young people about their rights and encourages children and young people to speak up if they are feeling unsafe or worried. We provide multiple channels for children and young people to lodge complaints, tailoring these options to their communication preferences based on their feedback. We work individually with children and young people to determine the type of support they may need in participating in the complaints process.

CODE OF CONDUCT (National Principles 4 and 6)

Board, staff, volunteers and students will adhere to our Service's *Code of Conduct Policy.* Our *Code of Conduct Policy* clearly outlines expectations regarding behaviour and describes the principles, values, and ethical guidelines that guide our staff and stakeholders in their interactions and activities. All staff members are made fully aware that following breaches of the Code of Conduct and role responsibilities may result in disciplinary action, which may lead to termination of employment. Individuals can report any concerns they may have about inappropriate actions of any staff, student or volunteer that involves children or young people to Head of School, ensuring a prompt and thorough response to maintain a safe and secure environment for all.

Our School promotes a culture of child safety and wellbeing in all aspects of our School operations. The *Code of Conduct Policy* outlines expected behaviour, examples of inappropriate behaviour or inappropriate conduct and consequences of breaches of policy.

RECRUITMENT (National Principle 5)

Our School maintains a rigorous and consistent recruitment, screening and selection process to ensure the best staff members are employed based on skills, qualifications, experience and suitability for the position available. All staff participate in robust interviews and have reference checks completed to ensure the applicant's suitability to the role, previous experiences and their commitment to child safe values and practices.

All prospective applicants must declare that they do not hold any prohibition notices, including suspension, supervision or prohibition notices or enforceable undertaking, preventing them from working with children. The Head of School will verify prohibition notices using the NQA ITS 'register search' tool. Candidates applying for roles such as nominated supervisor or responsible person must also complete a Compliance History notice. Existing employees are required to disclose any enforcement actions, including suspension, supervision or prohibition notices or enforceable undertaking, taken against them to the Head of School, in writing, within 24 hours.

All staff are provided with a comprehensive induction process which outlines our Code of Conduct and key policies including *Child Protection, Safe Use of Digital Technologies and Online Environments Policy, Dealing with Complaints, Work Health and Safety Policy,* and other related policies, to ensure a child safe environment. New employees (including the nominated supervisor and staff members), students and volunteers are to familiarise themselves with the *Child Protection Policy* to understand child protection laws and their obligations and mandatory reporting duties to ensure the safety and well-being of children at the School.

WORKING WITH CHILDREN CHECK- POLICE CHECKS (National Principle 5)

Working in conjunction with the *Child Protection (Working with children) Act 2012* and National Regulations, the safety, welfare and wellbeing of children is paramount within our School and community. A Working with Children Check (WWCC)/Vulnerable Person Check is a requirement for people who work in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a WWCC/Vulnerable Person Check is either a clearance to work with children and is valid for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked. If any staff member's WWCC becomes invalid, the person will be removed from their role working with children immediately until the clearance is renewed or a valid clearance is obtained. It is a criminal offence to continue to engage anyone whose WWCC is not valid, expired or suspended or revoked.

Staff, volunteers and visitors are informed they must notify the Head of School, in writing, of any changes to their WWCC or teacher accreditation or registration within 72 hours, or within 24 hours of

becoming aware of the change [Mandatory for NSW Services]. The Head of School will notify the regulatory authority, in writing, of changes to a staff member, volunteer or visitors WWCC within 24 hours [Mandatory for NSW Services].

Head of School is responsible for the periodic review and maintenance of up-to-date records of employees' WWCC/Vulnerable Person Check, including the WWCC/Vulnerable Person Check number and the date on which each clearance expires.

Once an employee provides their WWCC/Vulnerable Person Check clearance, management will verify the clearance to ensure that it is valid and current. The WWCC/Vulnerable Person Check will be placed in the individual's file. For existing staff, we will regularly and systematically verify their WWCC/Vulnerable Person Check (every 6 months) and ensure WWCC/Vulnerable Person Checks are renewed every 5 years and record the status as *Not Prohibited.*

The Head of School will ensure staff are aware of mandatory reporting obligations relating to a change of WWC/Vulnerable Person Check status, teacher registration or fit and proper status in accordance with the *Child Protection Policy*.

Any visitor who has direct contact with children will be required to provide a WWCC/Vulnerable Person Check for verification prior to coming into contact with children. Head of School will verify all student and volunteer WWCC/Vulnerable Person Check prior to placement. The Head of School will keep a record for each day a student or volunteer participates in the School including date and hours of participation.

CHILD PROTECTION (National Principle 6)

Children and young people always have a right to be safe and protected. To comply with legislation and ensure a child safe environment, all staff, volunteers and students will be required to complete mandatory National Child Safety Training for the Early Childhood Education and Care Sector (effective February 2026). This applies to any person working in the School whether or not they work directly with children. Staff, students and volunteers must demonstrate an understanding of the role of mandatory reporter, including when a report must be made and how to make a report.

Head of School, nominated supervisors and staff are mandatory reporters and have a legal obligation to make reports if they suspect on reasonable grounds, a child is at risk of significant harm. Neglecting these obligations could potentially be deemed a criminal offence.

All staff and volunteers are provided with up-to-date training and development about child protection law and their obligations under this law and to ensure they are confident in following the reporting guidelines within NSW and adhere to our *Child Protection Policy* (Reg. 84). Through continual education and training, staff are equipped with the knowledge, skills and awareness to keep children safe. Training gives staff confidence to identify, respond and report child abuse. Nominated supervisors and persons in day-to-day charge must complete a mandatory child protection course approved by the regulatory authority and refresher training on an annual basis.

Our School is committed to providing support to children, young people, families, or staff who have made a report regarding child protection, with a focus on upholding strict confidentiality throughout the process. Our primary concern is the well-being and safety of the child or young person, and we will work closely with relevant authorities, professionals, and support networks to ensure that the child or young person's best interests are met throughout the process. Our dedicated support system will assist staff in navigating this challenging process while safeguarding their privacy and professional

well-being. Supervision is effective to ensure they understand that *child safety is everyone's responsibility.*

[Mandatory for NSW Services] All allegations, concerns or suspicions of inappropriate conduct will be reported in accordance with the *Child Protection Policy* and *Management of Inappropriate Conduct Procedure.* Our School will develop and maintain a *Child Protection Register* for recording child protection concerns. Our School will ensure all staff have access to the online Mandatory Reporter Guide (MRG) and reporting decision tree via Service-supplied electronic devices/or ensure this is displayed in a place accessible by all staff. A *Child Protection Risk Assessment* will be completed and reviewed annually. Our School will use a range of strategies to provide effective supervision, including using attendance records to ensure all children are accounted for (head counts).

Protection against a person who has made or may make a protected disclosure is outlined within Our *Protected Disclosures (Whistleblower) Policy,* outlines the supports and protections for individuals who report concerns in good faith about child safety, breaches of the National Law, or School operations.

CHILD PROTECTION- REPORTABLE CONDUCT SCHEME - ALLEGATIONS AGAINST EMPLOYEES (National Principle 5)

To protect children and ensure their safety, welfare and wellbeing, the Head of School is responsive to report allegations or convictions of child abuse and child related misconduct by any staff member or volunteer or contractor to the Office of the Children's Guardian (OCG) NSW as part of the *Reportable Conduct Scheme*.

Our School will ensure an appropriate level of confidentiality of information relating to the reportable allegations as per the Children's Guardian Act 2019. We take our legislative responsibilities as part of the Reportable Conduct Scheme seriously and will respond to any reportable allegation or conviction against employees or volunteers that may arise.

REPORTING AND RESPONDING TO GENERAL COMPLAINTS (National Principle 6)

Feedback from children, families, staff and the wider community is fundamental in creating an evolving childcare service working towards the highest standard of care and education. We ensure staff, volunteers and students are well informed about the different ways children may express concerns, distress and disclose harm as well as the process for responding to disclosures from children- including a complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child or another child. (ACECQA, 2023.)

The Head of School will place a prominently displayed notice in the foyer area of our School, providing contact information, including the name and telephone number for lodging complaints. Staff will receive guidance on the complaint/ grievance policy and procedure and the process for reporting complaints during their school induction. Families, children and young people will be advised of the complaint/ grievance policy and procedure and how to report complaints during orientation of enrolment. All grievances and complaints will be treated seriously and as a priority, in accordance with the *Concerns and Grievances Policy* and procedure.

Any complaints that allege a breach of the National Law and Regulations or alleges that the health, safety and wellbeing of a child or young person at the School may have been compromised will be documented and reported to the regulatory authority within 24 hours. In the event that the child, young person or family is dissatisfied with the complaints process, they are advised they have the option to reach out to the regulatory authority for further assistance.

PHYSICAL ENVIRONMENT – SUPERVISION AND SAFETY CHECKLISTS (National Principles 5 and 7)

Children's safety is embedded in our day-to-day practices. We ensure effective and adequate supervision is provided to children at all times whilst ensuring staff to child ratios are met at all times. Staff will employ 'active supervision' strategies within the School environment and when participating in excursions or transporting children. We ensure students and visitors are never alone with children whilst at the School. The physical environment including toilets facilities are designed and maintained to facilitate clear supervision of children whilst maintaining their rights and dignity.

Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision. Sleeping children will be closely monitored at regular intervals and will always be within sight and hearing distance of staff so a child's breathing and the colour of their skin can be monitored. Consideration will be provided when older children are using the toilet and bathroom areas, including monitoring and supervision across all areas that children access.

Through conducting risk assessments, we assess and manage risks in the physical environment collaborating with children to develop behaviour guidelines for play including adventurous play to ensure their safety. Staff have a sound understanding of their duty of care and responsibilities in ensuring a child safe environment.

Staff conduct regular safety checks to maintain basic standards of safety within our School. We believe that child safety is a shared responsibility at all levels within our School. Children are encouraged to speak up about their safety and the safety of their friends by telling staff if they feel unsafe in a particular situation or environment.

Staff implement child safe procedures outlined in the *Safe Use of Digital Technologies and Online Environments Policy* to ensure children are always supervised and never left unattended whilst using any electronic devices. The physical environment, layout and design ensure it supports child-safe practices when children are engaged in using technology and regular audits are conducted to identify any potential risks to children's safety. All electronic devices are password protected with access for staff only.

RISK ASSESSMENT AND RISK ASSESSMENT TOOL (National Principle 8)

It is a legislative requirement that board and staff implement a risk management system where they identify and manage hazards and risks within the workplace to ensure a child safe environment. Strategies are in place to make sure child safety is embedded across our School through compliance with the *Education and Care National Regulations* and the National Principles for Child Safety – Child Safe Standards.

It is the responsibility of all staff at the School to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/onsite visit or any transportation of children. Risk assessments must be approved by the Head od School prior to any excursion taking place. Children's safety must be incorporated into everyday practice within the School.

To maintain a child safe environment, all staff will adhere to School policies and procedures and conduct annual checklists and audits.

EMERGENCY AND EVACUATION PROCEDURES (National Principle 8)

The Head of school will ensure that copies of the emergency and evacuation floor plan is displayed in prominent positions near each exit of the school's premises, including indoor and outdoor learning areas.

All staff are familiar with emergency evacuation procedures and regulatory requirements.

Rehearsals for emergency and evacuation procedures, including lock downs, are conducted at least once every 3 months. Records will be kept for all rehearsals.

ARRIVAL AND DEPARTURE AUTHORISATION (National Principle 1 and 8)

Our School prioritises children's safety at all times. Staff will only release children to an authorised person as named on the child's enrolment form. We request families provide current court orders, and parenting plans to ensure our records are up to date.

National Regulations require our School to keep a record of children and visitors arrival and departures, with the signatures of the person responsible for verifying the accuracy of the record and the identity of the person collecting the child or young person..

Staff will work in collaboration with our *Arrival and Departure Policy* and *Student, Volunteer and Visitors Policy* to promote a culture of child safety and wellbeing in the School.

To ensure children's safety, staff have a clear understanding of their legal obligation to check identification when a person is collecting a child. To maintain compliance, parents will provide written authorisation if they authorise a person who is not on their emergency contact form to pick up their child from the School. Staff will ensure court orders are strictly adhered to and protect children from any potential harm.

ONLINE SAFETY (National Principle 8)

Our School is committed to create and maintain a safe online environment with support and collaboration with staff, families and community. The Head of School ensures anti-virus and internet security systems are installed to block access to unsuitable web sites, newsgroups and chat rooms.

Our School ensures backups of important and confidential data is made regularly and either stored securely offline, or online. Software and devices are updated regularly to avoid any breach of confidential information.

Families are provided with information about our software program which is password protected and used to share observations, photos, videos, daily reports and portfolios. Passwords are not to be shared with others as per our written agreement.

Written authorisation is requested as part of the enrolment process for children to use computers/tablets; have their photo taken and published as part of promotional marketing or on the app program used by the school. The identity of a child is not published on any platform.

All staff have knowledge of and adhere to legislative requirements and not use, or have access to, any personal electronic devices, including mobile phones or smart watches used to take images or videos when educating and caring for children at the School. Only School supplied or issued and registered electronic devices are used and strict controls are in place to ensure the appropriate storage and retention of images and video of children.

STORAGE OF HAZARDOUS SUBSTANCES (National Principle 8)

We reduce the risk of harm to children and staff by using eco-friendly products. Our School will endeavour to provide a safe environment where necessary chemical and hazardous equipment are safely stored away from children and handled appropriately.

The Head of School and staff will keep a register of hazardous chemicals used at the School, including relevant Safety Data Sheets (SDS). To maintain a safe environment for children, annual audits and checklists are conducted.

EQUIPMENT, FURNITURE & MAINTENANCE RECORD (National Principle 8)

There are several factors that can contribute to a hazard, such as a deprived program, insufficient supervision and dilapidated equipment. To ensure a child safe environment free from hazards, we have implemented practices and continue to monitor School policies and procedures that uphold Australian Safety Standards.

The premises and all equipment and furniture used within the School are audited to ensure all aspects are safe, clean and in good repair. We understand that hazards are specific to developmental stages; staff are aware that toys and equipment need to be checked to ensure they are safe and developmentally appropriate for children. Regular checks occur within the School to ensure that all toys, furniture and equipment are in good condition and working order.

CONTINUOUS REVIEW (National Principle 9)

To ensure we maintain a culture of continuous improvement, we will ensure our child safe practices are regularly reviewed, evaluated and improved. We aim to ensure all staff and volunteers understand and effectively implement our policies and procedures to provide a child safe environment at our School.

We will regularly review and monitor the effectiveness of our Child Safe policies and procedures and invite children, staff members, families and communities to contribute to their development.
Any updates or revisions will be communicated to all stakeholders.

Our *Child Safe Environment Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, and board and notification of any change to policies will be made to families within 14 days.

CHILD SAFE STANDARDS LEGISLATION/RESOURCES

NSW

The Children's Guardian Amendment (Child Safe Scheme) Bill 2021 came into effect on 1 February 2022 requiring organisations who work with or provide services to children to implement the NSW Child Safe Standards. Compliance and enforcement measures under the Children's Guardian Act commenced from 1 February 2023.
Children's Guardian Act 2019
Children's Guardian Amendment (Child Safe Scheme) Bill 2021
Child Protection (Working with Children) Act 2012
Office of the Children's Guardian Child Safe Self-Assessment
Office of the Children's Guardian. Child Safe Standards
NSW Department of Education. Child Safe Standards

LEGISLATIVE LINKS
Education and Care Services National Regulations and National Law **S.2A** Paramount consideration – safety, rights and best interests of children **S.3A** Paramount consideration **S.4** How functions to be exercised **S.5** Meaning of serious incident **S.5AA** Meaning of inappropriate conduct **S.162A** Child protection training Offence relating to child protection training **S.162B** Child safety training **S.165** Offence to inadequately supervise children **S.166** Offence to use inappropriate discipline **S.166A** Offence to subject child to inappropriate conduct Offences relating to inappropriate conduct **S.167** Offence relating to protection of children from harm and hazards **S.174AA** Educators and other staff members of education and care services to notify certain information **S.174AB** Approved provider must notify Regulatory Authority **Part 6A** Devices in education and care services **S.178** Suspension of education and care by certain persons **S.178A** Supervision of certain persons providing **S.188** Offence to engage person to whom prohibition notice applies **12** Meaning of a serious incident **82** Tobacco, drug and alcohol-free environment **83** Staff members and family day care educators not to be affected by alcohol or drugs **84** Awareness of child protection law **99** Children leaving the education and care service premises **102AAB** Safe arrival of children policies and procedures **102AAC** Risk assessment for the purpose of safe arrival of children policies and procedures **102B** Transport risk assessment must be conducted before service transports child **102C** Conduct of risk assessment for transporting of children by the education and care service **102D** Authorisation for

service to transport children **102E** Children embarking a means of transport – centre based services **102F** Children disembarking a means of transport – centre based service **103** Premises, furniture and equipment to be safe, clean and in good repair **104** Fencing **105** Furniture, materials and equipment **106** Laundry and hygiene facilities **109** Toilet and hygiene facilities **115** Premises designed to facilitate supervision **122** Educators must be working directly with children to be included in ratios **123** Educator to child ratios- centre based services **136** First aid qualifications **145** staff record **149** volunteers and students **155** Interactions with children **162** Health information to be kept in enrolment record **167** Record of services compliance **168** Education and care services must have policies **170** Policies and procedures to be followed **171** Policies and procedures to be kept available **172** Notification of change to policies and procedures **175** Prescribed information to be notified to regulatory authority

National Quality Standards

2.2 Safety **2.2.1** Supervision **2.2.2** Incident & Emergency management **2.2.3** Child Safety and Protection **5.1.1** Positive educator to child interactions

Registered and Accredited Individual Non-Government Schools (NSW) Manual

3.2 Staff **3.6** Safe & Supportive Environment **3.9** Management and operation of the school

LINKS TO OTHER POLICES	LINKS TO OTHER DOCUMENTS
Behaviour Guidance: Bullying, Child Protection, Code of Conduct, Cyber Safety, Arrival and Departure, Emergency and Evacuation, Excursion/Onsite Visit, Furniture and Equipment Safety, Injury, Incident, Trauma and Illness, Interactions with Children, Families and Staff, Medical Conditions, Nutrition and Food Safety, Physical Environment, Privacy and Confidentiality, Recruitment, Safe storage of Hazardous Chemicals, Sleep and Rest, Staffing Arrangements, Student and Volunteer, Sun Safe, Supervision, Safe Use of digital technologies and online environments, Tobacco Drug Alcohol Free, Unidentified Dog, Water Safety, Work Health and Safety	Concern & Grievance forms, parent handbook, staff handbook, evacuation forms, safety checklists,

OTHER RESOURCES

Australian Children's Education & Care Quality Authority. (2025). Policy and procedure guidelines. *Providing a Child Safe Environment*.
Australian Children's Education & Care Quality Authority. (2025). *Embedding the National Child Safe Principles*.
Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2025). *NQF Child Safe Culture Guide.*
Australian Children's Education & Care Quality Authority. (2024). National Model Code for Early Childhood Education and Care.
Australian Children's Education & Care Quality Authority. (2024). *Taking Images and Video of Children While Providing Early Childhood Education and Care.*
Guidelines For The National Model Code
Australian Government. Department of Skills. (2022). *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.V2.0, 2022
Australian Human Rights Commission (2020). *Child Safe Organisations.* https://childsafe.humanrights.gov.au/
Children (Education and Care Services) National Law (NSW) (For NSW Services only)
Education and Care Services National Law Act 2010.
Education and Care Services National Regulations. (Amended 2025)
NSW Department of Education (2021). *Guide to the Child Safe Standards for early childhood education and care and outside schools hours care services*
United Nations Convention of Rights of the Child, (1989). (UNCRC)

REVIEW DATES

Created: 27th April 2023
Review: 29 January 2024, 30 January 2025, 28 January 2026
Updated: 7 February 2024, 31 January 2025, 29 January 2026
Ratified: 9 October 2023, 12 February 2024, 10 February 2025, 16 February 2026
Next review no later than January 2027

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
January 2026	Annual policy maintenance Sources and hyperlinks checked and repaired as required Review of policy to ensure its accuracy and relevance. Content has been refined to clarify responsibilities and ensure alignment with legislative changes and current best practices in child safety and professional conduct Edits to policy to comply with amendments to National Law (NSW) and Regulations Updated policy to include amendments to Education and Care Services National Law Revised wording around electronic devices following National Law amendments	January 2027
January 2025	Annual policy maintenance Hyperlinks and sources checked and repaired Added information re: National Model Code and Guidelines Checking prohibition on NQA ITS added	January 2026

January 2024	No major changes Spelling errors corrected Hyperlinks and sources check and repaired as required Continuous improvement section added	January 2025
27 April 2023	Changed from Safe supportive environment policy with additions about the child safe standards added	January 2024