

## CHILD SAFE ENVIRONMENTS USER GUIDE

### OVERVIEW

This user guide outlines the Department's 'Child Protection in Schools, Early Childhood Education and Care Services' Policy. The aim of this policy is to ensure safety and best care for all children at the site.

### INSTRUCTIONS

#### Leadership will:

- Take ultimate responsibility for ensuring all educators, students, volunteers and facilitators have the appropriate criminal history screening to work with children.
- Ensure all employees and volunteers have undergone Responding to Abuse and Neglect training and keep this training up-to-date. Leadership is also responsible for guiding and assisting staff who report incidents.
- Regularly review and amend all Centre policies including those directly related to children's safety (i.e. confidentiality, safe sleeping etc.).
- Seek out training for staff to continue developing their skills and knowledge of best practice.
- Assist staff in linking families to services both on and off site.
- Follow Department critical incident procedures where applicable.
- Recommend EAP and support educators after making CARL reports or communicating with vulnerable families.

#### All staff (educators, administration and facilitators) will:

- Undergo Working with Children Check screening every five years and ensure their screenings are up to date.
- All Department Preschool staff to undertake child protection curriculum training.
- Undergo Responding to Abuse and Neglect training when commencing work and update training as needed. Educators are responsible for reporting any incidents where a child may be at risk.
- Act in accordance with and be familiar with the Centre's policies (and by extension DECD policies and legislation).
- Include in the curriculum experiences which teach children self-protecting behaviours, their right to personal safety and wellbeing and how to respect the safety and well-being of others. See **Site Behaviour Code** for further information.
- Educators will engage in Primary Caregiving and seek to develop close attachments with children in their care group. See **Primary Caregiving Policy** for further information.
- Seek direction from Leadership in consultation with team leader and other support services if they feel a family or child is at risk.
- Refrain from providing services such as babysitting out of hours. This is to protect staff and children from being in environments without child protection or child safe environment policies in place.
- Ensure families are aware of our duty of care and how we teach children protective behaviours.

#### Families will:

- Act in accordance with the Centre's Code of Conduct which they sight and sign upon enrolling their children.
- Act in accordance with all Centre policies when on site.

#### Team leaders will:

- Communicate policy to educators and ensure consistent implementation within their rooms.

#### Facilitators/Organisations will:

- Undergo an induction and forward relevant documentation (RAN, WWC check) before commencing on-site. See **Non-DECD Organisation Checklist for Operating Onsite** for more details.

**Implemented:** February 2014

**Reviewed:** February 2020

**Next Review:** February 2021

#### DECD Policies:

'Child Protection in Schools, Early Childhood Education and Care Services' Policy