

## CHILD SAFE ENVIRONMENTS USER GUIDE

### OVERVIEW

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.
- Seek out contractors and facilitators recommended by the Department where possible
- 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.
- Oversee all risk and hazard management at the site including supporting development of risk assessments and facilities management.
- 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 CARL reports or communicating with vulnerable families.
- Report any situations where families have acted in an offensive or threatening manner on-site to IRMS and CARL if applicable.
- Be able to direct family members who are behaving in an offensive or threatening manner to leave the site (including direction to not return to the premises for 48 hours) or issue warning letters or barring notices.
- Liaise with SAPOL, the Education Director and the Conditions for Learning team if a family member has acted in an offensive or threatening manner while on-site.
- Where an intervention or custody order is in place, notify relevant staff about protected persons and conditions of order.
- Keep copies of intervention or custody orders (including updated copies) in the child's file for access by relevant staff.
- If a protected person named in an intervention order is a child is enrolled in Preschool, it must be flagged on EYS that they have an order in place and the Conditions for Learning Directorate contacted on 8226 5055 (also when a child with an order ceases enrolment).
- Communicate with families with orders in place at determined intervals (after court dates etc.) to receive any updated details of order in place
- Oversee information sharing about children with appropriate services and authorities

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

- Undergo Working with Children Check screening every five years and ensure screenings are current.
- All Department Preschool staff to undertake child protection curriculum training.
- Undergo Responding to Risks of Harm, 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.
- Maintain confidentiality and only share information about children with appropriate permission (either from families, or where children are at risk, with Leadership)
- Act in accordance and be familiar with the site's policies (and related DfE 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 **Behaviour Guidance Policy** 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 (RRHAN-EC, WWC check) before commencing on-site. See **Non-DECD Organisation Checklist for Operating Onsite** for more details.
- Provide liability insurance certificate of currency prior to running groups on-site
- Ensure contact details for children and families are available in case of emergency either via a booking sheet, crèche sheet or enrolment form
- Report any incidents or injuries to site Leadership so they can be reported through IRMS

**National Quality Standard:** Standard 2.2. Every child is protected.

**Implemented:** February 2014

**Reviewed:** February 2023

**Next Review:** February 2024