

### Commitment

All children have the right to access and participate in a quality early childhood program in an environment that provides for their physical safety and psychological wellbeing and supports their growing competence, confidence and independence. Safe, protective and healthy environments are fundamental to every child having the opportunity to learn and grow to their full potential. C&K acknowledges that protecting children's health, safety and wellbeing is everyone's responsibility. This policy must be implemented with the C&K Workplace Health and Safety Policy and C&K child health and safety procedures.

### Responsibilities

#### C&K will:

- Ensure children's health, safety and wellbeing is integral to all decision-making and embedded in organisational leadership, governance and culture.
- Implement procedures to effectively manage incidents and emergencies that are regularly rehearsed and reviewed.
- Implement procedures to recruit, employ, induct, train and manage appropriate staff.
- Undertake onsite centre/site visits to monitor and provide appropriate direction relating to children's health and safety.
- Work collaboratively with statutory authorities and family support agencies and when required, seek the advice from recognised child health and safety bodies/organisations.
- Regularly review child health and safety policies, procedures and support resources to ensure they reflect current legislative requirements and best practice guidelines/recommendations.
- Implement systems to maintain centre buildings, playgrounds and equipment.
- Ensure playgrounds and equipment are fit for purpose and meet Australian Safety Standards (when applicable).
- Facilitate professional development opportunities to support employee understanding of children's health and safety.

#### Employees will:

- Meet their professional, legal and ethical obligations to protect children as outlined in this policy, C&K Code of Conduct and Child Protection Policy.
- Maintain a 'positive current working with children' check and other licences and qualifications for their position.
- Undergo a National Police Criminal Check upon recruitment or when required by C&K.
- Access relevant C&K information and participate in professional development opportunities to maintain and broaden knowledge of children's health and safety.
- Consistently comply with Education and Care Services National Law/Regulations.
- Promptly raise and escalate health and safety concerns to centre Director/Manager.
- Work collaboratively with families to support children's health and safety.
- Support and monitor co-worker understanding of and ability to implement C&K health and safety procedures.

#### Teachers and educators will:

- Ensure children's health, safety and wellbeing is integral to all centre decision-making and embedded in centre leadership, governance and team culture.
- Identify, analyse, document and manage hazards and implement effective risk mitigating strategies.
- Complete scheduled indoor and outdoor safety checks as outlined in the C&K procedures.
- Promptly complete maintenance requests as required.
- Immediately report and document all child incidents as outlined Education and Care Services National Regulations and Child Centre Incident Reporting Procedure – Branch/Affiliate.
- Undertake incident reviews when significant child safety incidents occur and when requested by C&K management. As required, implement changes and initiatives to improve centre health and safety.
- Only release children to custodial parents/guardians and authorised persons.
- Appropriately induct all educators, centre visitors, students and volunteers to ensure their knowledge of C&K child health and safety procedures relevant to their centre visit or role.
- Interact with children in a warm, positive and respectful manner as outlined in the Supporting Relationships and Partnerships Procedure.
- Minimise the transmission of illness through effective hand-hygiene, exclusion of ill children and staff, effective environmental cleaning and promotion of immunisation and health programs as outlined in C&K health procedures and Staying healthy: Preventing infectious diseases in early childhood education and care services.
- Administer and store medication as per medication and doctor's instructions and Administration of Medication Procedure.
- Provide culturally inclusive programs.

- Safely support the inclusion of children with medical conditions as per regulatory requirements and [Medical Condition Procedure](#).
- Implement adequate health, hygiene and safe food practices and if applicable, implement centre *Food Safety Program* and implement a menu reflective of *Australian Dietary Guidelines* for young children.
- Consistently implement *Rednose Safe Sleeping Guidelines* and [Sleep Rest and Relaxation Procedure](#) to provide a responsive sleep, rest and relaxation environment for individual children.
- Implement daily sun safety strategies as per *Cancer Council* guidelines and [Sun Safety Procedure](#).
- Ensure dangerous chemicals, materials or equipment remain inaccessible to children as outlined in C&K procedure including [Button Battery](#) and [Cleaning Procedures](#).
- Set-up and use children equipment as per product instructions, *Kidsafe* recommendations and [Outdoor Learning Environment Safety Procedure](#).
- Implement effective supervision of children at all times. Implement, documents and review centre supervision practices and protocols regularly as per [Supervision Procedure](#).
- Protect children's safety and wellbeing when interacting with online technology through close supervision, and activation of online controls and safe search settings as outlined in *Children's eSafety Procedures - Branch/Affiliate*
- Regularly practice and evaluate centre emergency protocols as per [Emergency Management Procedure](#).
- Consistently implement C&K procedures when children are travelling outside the centre i.e., during excursions and on bus transport.
- Support and encourage children to share their concerns and involve them in decisions regarding their health, safety, and wellbeing. Seek and consider children's ideas to improve centre safety.
- Support children's understanding of their (and other's) health and safety by regularly incorporating concepts into the curriculum.
- Regularly provide families with relevant child health and safety information and support them in their parenting role.

### Legislative Requirements for providing a child safe environment

Section 165	Offence to inadequately supervise children
Section 166	Offence to use inappropriate discipline
Section 167	Offence relating to protection of children from harm and hazards
Reg 82	Tobacco, drugs, and alcohol-free environment
Reg 83	Staff members not to be affected by alcohol or drugs
Reg 85	Incident, injury, trauma and illness policies and procedures
Reg 86	Notifications to parents of incident, injury, trauma and illness
Reg 88	Infectious diseases
Reg 90	Medical conditions policy
Reg 93	Administration of medication
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 165	Record of visitor
Reg 166	Children not to be alone with visitor
Reg 167	Record of service's compliance
Reg 168	Education and care services must have policies and procedures
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures
Reg 175 (d) (e)	Prescribed information to be notified to Regulatory Authority