

Providing a Child Safe Environment

Policy Statement

The service operation intention is to provide a safe, secure, stimulating and enjoyable environment with an atmosphere that promotes the development of happy and healthy children. Educators create a culture of child safety and wellbeing in line with the *Education and Care Services National Regulations* through their actions and intentions. Supervision and engagement, together with thoughtful design and arrangement of children's environments (including online environments), assists in the prevention and severity of injury to children whilst maximising opportunities to learn and develop through social interaction and play.

Policy Considerations

- The *Education and Care Services National Regulations*
- National Quality Standards/Elements: 2.2 (Children's Health & Safety), 5.1 (Relationships with Children)
- Absent and Missing Children Policy
- Allergies Policy
- Anaphylaxis Policy
- Anti-Bullying Policy
- Arrival and Departure Policy
- Authorisations Policy
- Behaviour Management Policy
- Child Protection Policy
- Communication Policy
- Daily Routine Policy
- Death of Child Policy
- Devices and Screen Time Policy
- Diversity and Inclusion Policy
- Emergency Procedures Policy
- Enrolment (BSC & ASC) Policy
- Enrolment (VAC) Policy
- Excursions Policy
- First Aid Policy
- Food Safety Policy
- Governance and Management Policy
- Hazardous Substances Policy
- Heating Ventilation and Lighting Policy
- HIV, AIDS & Hepatitis B & C Policy
- Hygiene Policy
- Illness and Infectious Disease Policy
- Immunisation Policy
- Indoor Environment Policy
- Injury & Trauma Policy
- Interactions With Children Policy
- Lost Property Policy
- Maintenance of Records Policy
- Medical Conditions Policy
- Medication Policy

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- Nutrition Policy
- Occupational Health and Safety Policy
- Outdoor Environment Policy
- Participation and Access Policy
- Pest Control Policy
- Ratios Policy
- Reportable Conduct Policy
- Responsible Person Policy
- Risk Management Policy
- Security Policy
- Service Access Policy
- Sleep and Rest Policy
- Staffing Policy
- Storage Policy
- Supervision Policy
- Tobacco, Alcohol and Drugs Policy
- Transport Policy
- UV Protection Policy
- Volunteers, Students & Visitors Policy
- Water Policy

Procedure

- The premises and facilities are adapted to facilitate supervision of children while maintaining their rights and dignity.
- Age and supervision requirements for Educators are maintained.
- Regulatory Authorities are notified of any serious incident, within 24 hours of the incident or the time that the person becomes aware of the incident.
- Educators under eighteen years of age may work at the service provided they are adequately supervised, by an educator over the age of 18 at all times and are not left alone.
- Minimum Educator qualification requirements are recognised under the National Quality Framework.
- The service maintains the required educator-to-child ratio working directly with children at all times, based on the ages and number of children being educated and cared for at the service.
- The service will promote online safety and support children in their engagement with online environments in line with the Devices and Screen Time Policy.

Nominated Supervisor/ Responsible Person:

- Support educators in their awareness of the children and their environment to avoid activities or actions that will distract them from supervision. This includes excessive discussion with other Educators for long periods of time, taking personal phone calls and checking mobile phones other than the service phone.
- Assist educators in area allocation and positioning allowing them to watch the maximum area possible.
- Support educators to move around the environment and maximise supervision and interaction opportunities.
- Develop and maintain rosters that support continuity of care and supervision when children are being cared for and educated in the service and on excursions.

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- Consideration of the layout of the premises and grounds, any higher risk activities, the presence of any animals, the location of activities and the location of bathroom facilities when allocating supervision groups or areas.
- Guiding Educators to make decisions about when children's play needs to be interrupted and redirected.

Educators:

- Understand their duty of care and responsibilities in ensuring children are within a safe environment.
- Collaborate in supervision for both the indoor and outdoor environment, assisting each other to effectively supervise children's play.
- Support the arrangement the education and care environment to maximise the ability of educators to supervise all areas accessible to children.
- Communicate with each other about their location within the environment.
- Maintain correct ratios adhering to the National Education Regulations throughout the education and care environment.
- Mindfully support meaningful and respectful interactions with children.
- Encourage children's individuality whilst respecting their strengths and needs.
- Listen for children whilst supervising areas that may not be in a direct line of sight.
- Scan and look around the area to observe all the children in the vicinity.
- There is a mixture of activities to allow for appropriate supervision.
- Consideration is given to the design and arrangement of children's environments to support active supervision, using supervision skills to recognise areas of risk with a view to reducing the potential for injury or incident to children and adults.
- Supporting Educators with specific strategies.
- Providing direct, constant and proximal monitoring to children undertaking activities that involve some risk and recognising when the ratio of educators to children may need to be increased.

Document Version Control

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