

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<p><b>CHILD SAFE ENVIRONMENT POLICY</b></p> <p>This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures.</p> <p>We welcome feedback and input from all stakeholders at any time, and this policy is subject to review based on feedback or due date of annual review.</p>
<b>NATIONAL QUALITY STANDARD</b>	<p><b>QUALITY AREA 2- CHILDREN’S HEALTH AND SAFETY</b></p> <p><b>2.2 Safety</b></p> <p>2.2.1 – Supervision</p> <p>2.2.2 – Incident and Emergency Management</p> <p>2.2.3 – Child protection</p>
<b>NATIONAL LAW AND REGULATIONS</b>	<p>82- Tobacco, drug, and alcohol-free environment</p> <p>84-Awareness of child protection law</p> <p>103-Premises, furniture, and equipment to be safe, clean and in good repair</p> <p>115-Premises designed to facilitate supervision</p> <p>122-Educators must be working directly with children to be included in ratios</p> <p>123-Educator to child ratios</p> <p>167-Record of service’s compliance</p> <p>168-Education and care service must have policies and procedure</p> <p>170-Policies and procedures to be followed</p> <p>171-Policies and procedures to be kept available</p> <p>172- Notification of change to policies or procedures</p> <p>175- (d)(e) Prescribed information to be notified to Regulatory Authority</p> <p>Section 162A- Child protection training</p> <p>Section 165- Offence to inadequately supervise children.</p> <p>Section 166 -Offence to use inappropriate discipline.</p> <p>Section 167 -Offence relating to protection of children from harm and hazards</p>
<b>RELATED POLICIES and RECORDS</b>	<ul style="list-style-type: none"> <li>▪ Child protection policy</li> <li>▪ Code of conduct policy</li> <li>▪ Code of conduct declaration record</li> <li>▪ Educator to child ratio record</li> <li>▪ Maintenance record</li> <li>▪ Non-compliance response record</li> <li>▪ Nursery sleep room check record.</li> <li>▪ Safe sleep and rest policy</li> <li>▪ Sleep room check record 2-5.</li> <li>▪ Staff schedule record</li> <li>▪ Tobacco drug and alcohol-free policy</li> <li>▪ Working directly with children record</li> </ul>
<b>SCOPE OF POLICY</b>	<p>This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p> <p>Through the implementation of our policies and procedures, we aim to meet National Law &amp; National Regulations, National Quality Standards, Child Safe Standards and National Principles. We will promote cultural safety for Aboriginal and Torres Strait Islander children, safety for children with disability, and inclusion for children from culturally and linguistically diverse backgrounds.</p>
<b>AIM OF POLICY</b>	<p>To ensure that our service has strong guidelines, procedures, and practices in place regarding a child safe environment for all children who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a strong informative policy, implement the policy, support practices of the policy, train regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p>
<b>SERVICE IMPLEMENTATION</b>	<p>Our service has a moral and legal responsibility to ensure that all children are safe whilst in attendance at our service and we will ensure that our training, resources, information, and guidance will support this.</p> <p><b>We will:</b></p>

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- Ensure compliance with the Education and Care Services National Law and National Regulations, the Child Protection Act, the Child Safe Standards, and the National Principles for Child Safe Organisations.
- Ensure a zero tolerance for child abuse, and we will actively work to listen to and empower children to have a voice. We will ensure that we have systems in place to protect children from abuse, will take all allegations very seriously and will respond to them consistently in line with the organisation’s policies and procedures.
- We are committed to promoting cultural safety of Aboriginal and Torres strait Island children, safety of children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We will ensure that all management, educators and staff are aware of their roles and responsibilities in regard to identifying and responding to every child at risk of abuse or neglect and as such are aware of the existence and application of the current child protection law and any obligations that they may have under that law.

**Adequate supervision** will be embedded practice in our service in order to ensure that the children are protected from harm and hazard.

Our service is committed to the following practices in relation to a Child Safe Environment:

- Ensure that educators act in the best interests of the child and take all reasonable steps to ensure the child’s safety and wellbeing at all times.
- Ensure that we support the rights of all children to feel safe, and be safe, at all times.
- Ensure that we develop and maintain a culture in which children feel valued, respected, and cared for.
- We will encourage active participation from parents/guardians and families at the service, ensuring that best practice is based on a partnership approach and shared responsibility for children’s health, safety, wellbeing, and development.
- Provide a safe and healthy environment free from exposure to alcohol, drugs, and tobacco.
- Complete safety checklists- indoors and outdoors on a daily basis and rectify any issues or alert management to any risk that could potentially endanger a child.
- Ensure that any areas within the outdoor area that have a trip fall potential must either be removed or rectified- plastic mats that are old and curling remove, equipment that is in a fall zone or too close to another piece of equipment remove.
- Staff will position equipment on appropriate soft fall surfaces and will place safety mats under climbing equipment if no softfall is available.
- Staff will set up playgrounds appropriately keeping climbing equipment away from concrete walkways, poles corners of structures.
- Provide regular maintenance of equipment and resources.
- Conduct risk assessments for playground and indoor areas and excursions outside of the service.
- Conduct regular pest control of the service.
- Conduct regular fire extinguisher audits – every 6 months.
- Conduct annual test and tag on all electrical equipment.
- Conduct annual reviews of child protection training.
- Will conduct educator WWCC checks according to each state and maintain a **staff schedule record** to check on expiry dates.
- Ensure the safe storage of chemicals by providing locked inaccessible to children cupboards and apply signage to where chemicals are stored.
- Maintain child to educator ratios through clear development and implementation of the roster.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

**Approved Provider**

- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure every nominated supervisor and responsible persons has completed approved child protection training before commencing in their role and annually thereafter. Evidence is kept in the staff schedule record.

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- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will ensure that the nominated supervisor and staff are supported with ongoing professional development and training they require to comply with this policy.

**Nominated Supervisor**

- Will ensure that they and all responsible persons have completed approved child protection training before commencing in their role and annually thereafter. Evidence is kept in the staff schedule record and will be maintained by nominated supervisor.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.
- Will ensure all staff are aware of current child protection legislation, including the mandatory reporting requirement and obligations in their state/territory and are aware of the procedure required as per the service **child protection policy**.
- Will monitor and ensure that staff are meeting educator to child ratios through careful rostering and documenting of **educator to child ratio record**, therefore ensuring adequate supervision.
- Will through the upkeep of the **staff schedule record** the nominated supervisor will ensure all educators and staff are up-to date with their regulatory compliant training and documentation.
- Will maintain and ensure risk assessments are in place according to the changes in the environment and to support all children in the service.

**Educators**

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Will ensure they complete and document any related records regarding the implementation of the policy and requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practices of the policy.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.
- Will keep up to date with current child protection legislation, including the mandatory reporting requirement and obligations in their state/territory and are aware of the procedure required as per the service **child protection policy**.

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	<ul style="list-style-type: none"> <li>Will complete <b>educator to child ratio records</b> and communicate with other staff regarding the upkeep of the documentation. Adhere to ratio requirements at all times and if any issues arise inform the responsible person or nominated supervisor as soon as possible.</li> <li>Will maintain qualifications/ WWCC checks and any other regulatory requirements to perform their role.</li> <li>Will be aware of risk assessments in the service and practice and follow risk requirements.</li> <li>Will complete induction that includes policies, procedures, child protection law, mandatory reporting obligations, and Code of Conduct.</li> <li>Will complete annual refresher training on child protection, ensuring that it is the approved module for state jurisdiction (e.g. Mandatory Reporting and Child Protection eLearning in Victoria).</li> </ul>
<b>REGULATION IMPLEMENTATION</b>	The following regulations and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
<b>In regard to regulation 82- tobacco, drug, and alcohol-free environment</b>	<p><b>Approved provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that all educators understand their obligation and commitment to a tobacco, drug and alcohol-free environment through a thorough induction process, comprehensive <b>staff handbook</b> and <b>code of conduct policy and declaration record</b>.</li> <li>Appoint a suitable nominated supervisor who will be instructed to monitor and enforce this regulation on behalf of the approved provider.</li> <li>Ensure that the nominated supervisor implements processes for educators who smoke and ensure that they adhere to this procedure.</li> <li>Ensure that the nominated supervisor and educators are not adversely affected by and/or under the influence of drugs or alcohol while performing work duties or representing the service.</li> <li>Ensure educators who have prescribed medication that may impair their ability to perform their role must advise the nominated supervisor or approved provider prior to employment or throughout employment if there has been prescribed medication advised by a medical practitioner.</li> <li>Ensure that nominated supervisor and educators who smoke will do so within their designated breaks only and all measures to rid themselves of smoke smell will be taken after returning to the service – recommend wearing a different top to smoke in and thoroughly wash hands afterwards.</li> <li>Consider any breach of this policy to be a reportable offence and will performance manage management, educators, and staff accordingly.</li> </ul>
<b>In regard to regulation 84- awareness of Child Protection law</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that nominated supervisor and all educators and staff at the service are aware of the current child protection law in the provider’s jurisdiction and understand their obligations under that law.</li> <li>Ensure that nominated supervisor and all educators and staff are aware that it is an offence under the National Law to subject a child being educated and cared for by an approved service to any form of corporal punishment, or any discipline that is unreasonable in the circumstances.</li> <li>Ensure they are committed to ensuring that nominated supervisor and staff follow all state and territory government procedures to protect children within the service.</li> <li>Ensure that nominated supervisor and staff are aware of their commitment to child protection, their mandatory obligation and ensure there are clear procedures in place for reporting suspected child abuse as per the <b>child protection policy</b>.</li> <li>Ensure nominated supervisor and staff keep up to date and comply with any relevant changes in legislation and practices in relation to this policy.</li> <li>Ensure practices are in place to ensure that all educators, staff, volunteers, and students to hold a current Working with Children Check prior to commencement of employment and it is checked according to state regulations.</li> <li>Ensure the Nominated supervisor will update child protection annually.</li> <li>Ensure that no volunteers/students, parents/guardians, and other visitors to the service are left alone with individual children or groups of children.</li> <li>Ensure when the service has been notified of a court order prohibiting an adult from contacting an enrolled child, such contact does not occur while the child is on the service premises.</li> </ul>

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	<ul style="list-style-type: none"> <li>Ensure nominated supervisor, educators, staff, volunteers, and students undertake appropriate training and education on child protection, including recognising the signs and symptoms of child abuse know how to respond, and understand processes for reporting and managing concerns/incidents.</li> <li>Ensure the nominated supervisor understands their obligation of reporting any suspected harm or abuse of a child to the regulatory authority within 24 hours.</li> <li>Ensure that the child safe environment policy and procedures are implemented, the appropriate risk assessments and action plans are completed, and all identified actions are taken to minimise the risks to children’s health and safety.</li> <li>Ensure all educators and staff have undertaken current child protection legislation training, including on mandatory reporting requirements and obligations in their state/territory. If not, develop a plan to ensure training is undertaken in a suitable timeframe and updated annually.</li> </ul>
In regard to regulation 103- Premises, furniture, and equipment to be safe, clean and in good repair	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that maintenance is carried out on a regular basis and nominated supervisor and staff are completing the maintenance schedule record and nominated supervisor is ensuring that <b>maintenance record</b> is being completed.</li> <li>Ensure any maintenance that is recognised to be of a compliant issue such as broken equipment, poses potential danger, unable to be fixed immediately must be reported to the approved provider/nominated supervisor immediately and rectified as soon as possible. Approved provider will instruct nominated supervisor as to how to keep area safe until fixed.</li> <li>Ensure that any broken equipment that cannot be fixed is removed and replaced or if unable to be removed has no access for children.</li> <li>Ensure regular cleaning is occurring in the service and will supply support documentation to record this process.</li> <li>Ensure all educators know they are responsible for alerting nominated supervisor to the maintenance of equipment and resources.</li> <li><b>Nominated supervisor</b> must conduct walk throughs of the service to check that building, equipment and resources are compliant and check and collate documentation records.</li> <li>Ensure that all purchases for equipment and furniture meet Australian standards and any instructions for equipment that is regularly assembled and reassembled is kept for educators and staff to utilise each time.</li> </ul>
In regard to regulation 115-Premises designed to facilitate supervision	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that the dignity and rights of the child is maintained at all times when staff are actively supervising, in regard to bathroom and change tables.</li> <li>Ensure thorough recruitment and induction of all staff is completed and active supervision is discussed at induction.</li> <li>Ensure educators are aware of the role and the complete understanding of active supervision and their obligation to uphold it.</li> <li>Ensure that staff meetings regularly discuss the importance of active supervision and advise educators and staff of the importance of scanning the environment, listening for cues such as heightened voices or silence.</li> <li>Provide or assist nominated supervisor with the supply of supervision plans and ensure they are available throughout the outdoor area in order to direct staff to provide safety to any restricted or high incident areas.</li> <li><b>Nominated supervisor</b> monitors and supports educators to facilitate active supervision through role modelling and guidance.</li> <li>Ensure that educators are supported with ongoing training and development if identified support is required.</li> <li>Staff will actively supervise cot rooms, this will mean physically walking into the cot room to check on sleeping babies, check breathing and colour of skin. This will be completed every ten minutes and once checked will be recorded on a <b>nursery sleep room check record</b>. Staff will monitor older children sleeping by walking around the room at rest time checking on sleeping children breathing and colour of skin and completing the <b>sleep room check record 2-5</b> as per the <b>safe sleep and rest policy</b>.</li> </ul>
In regard to regulation 122-Educators must	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that staff are working directly with children in order to meet regulatory requirement.</li> </ul>

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<p><b>be working directly with children to be included in ratios and regulation</b> <b>123-Educator to child ratios</b></p>	<ul style="list-style-type: none"> <li>Only staff who are physically present and actively engaged in care are counted in ratios. Staff on breaks, admin or not directly caring for children are excluded and therefore cannot be counted in ratio.</li> <li>The nominated supervisor will roster according to the ratio for each age group based on the numbers of attendance to ensure compliance.</li> <li>Staff are provided with educator to child ratio information and are provided with <b>educator to child ratio records</b> to record numbers and ensure they are meeting regulation at all times.</li> <li><b>Nominated supervisor</b> will ensure that all staff are fully aware of educator to child ratios by monitoring rooms and playgrounds throughout the day checking that children are adequately supervised and that <b>educator to child ratio records</b> are completed and maintained at all times.</li> <li>Ensure rostering is checked and adjusted accordingly throughout the day due to changes in ratios and or changes in staffing, due to absences or extra children enrolled.</li> </ul>
<p><b>In regard to regulation 167- Record of service's compliance</b></p>	<p><b>Approved provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that a record of compliance is kept accurately and up to date and be available at the service and the nominated supervisor is completing it accordingly and it includes details of any amendment of the service approval made by the Regulatory Authority under section 55 of the Law. The reason for the amendment, the date it took effect and the date it will cease.</li> <li>Ensure any compliance direction issued to the approved provider must include the reason stated for the compliance, the steps required to rectify it and the date it must be completed. The response to the department should be completed on a <b>non-compliance response record</b>.</li> </ul>
<p><b>In regard to regulation 168- Education and care service must have policies and procedures.</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that obligations under the Education and Care Services National Law and National Regulations are met.</li> <li>Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff, and stakeholders.</li> <li>Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times.</li> <li>Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures.</li> <li>Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection.</li> <li>Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> <li>Affect the fees charged or the way they are collected or</li> <li>Significantly impact the service's education and care of children or</li> <li>Significantly impact the family's ability to utilise the service.</li> </ul> </li> <li>Ensure policies and procedures regarding regulatory requirements are in place at the service.</li> <li>Ensure that a suitable nominated supervisor is in place and will monitor practices relating to all policies in the service.</li> <li>Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review.</li> <li>Ensure all stakeholders are involved in the review.</li> <li>Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.</li> </ul>
<p><b>In regard to regulation 170- Policies and procedures to be followed.</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.</li> <li>Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.</li> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.</li> <li>Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.</li> </ul>
<p><b>In regard to Regulation 171-</b></p>	<p><b>Approved Provider will</b></p>

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<b>Policies and procedures to be kept available.</b>	<ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>
<b>In regard to Regulation 172- Notification of change to policies or procedures</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> <li>Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li> <li>Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.</li> <li>Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> <li>Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.</li> </ul>
<b>LAW IMPLEMENTATION</b>	The following laws and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
<b>In regard to Section 162A - Child protection training.</b>	<p><b>Approved Provider will</b></p> <p>Ensure that each of the following persons have completed the child protection training required by Law.</p> <ul style="list-style-type: none"> <li>Every nominated supervisor for the service.</li> <li>Every placed person in day-to-day charge of the service.</li> <li>Staff schedule will be monitored monthly to ensure that this law is upheld at all times.</li> </ul>
<b>In regard to Section 165- Offence to inadequately supervise children.</b>	<p><b>Approved provider and Nominated supervisor.</b></p> <ul style="list-style-type: none"> <li><b>Approved Provider</b> will ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in attendance of the service. Penalty: \$11 400, in the case of an individual. \$57 400, in any other case.</li> <li><b>Nominated supervisor</b> will ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in attendance of the service. Penalty: \$11 400.</li> </ul> <p><b>Approved provider and Nominated supervisor must ensure the following:</b></p> <ul style="list-style-type: none"> <li>Educator to child ratios is kept at all times considering the proficiency of staff, ability of staff to respond in a crisis and read cues of children playing.</li> <li>Rostering is crucial in ensuring that there is a balance of competent staff to guide and support less competent staff.</li> <li>Staff are actively involved with children knowing where children are at all times and how many children are in their care.</li> <li>Approved provider or nominated supervisor will observe staff abilities to adapt their levels of supervision based on the age of the children in their care.</li> <li>Sleeping children will be adequately supervised staff will physically check breathing and skin colour every 10 minutes, in the nursery room and all results of this monitoring will be recorded on the <b>nursery sleep room check record</b> and for the older rooms will be recorded every 15 minutes on the <b>sleep room check record 2-5-year</b>.</li> <li>Children will be supervised at all times in bathrooms and staff will follow nappy change procedure when attending to babies' nappies. Approved provider and or nominated supervisor will conduct nappy change checks regularly and monitor all activities throughout the service via walk throughs, audits, camera surveillance and active supervision role modelling.</li> </ul>

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	<ul style="list-style-type: none"> <li>Staff will alert other members of staff if they need to leave the room for any reason and approved provider and nominated supervisor will be responsible for monitoring this process.</li> <li>Our safe sleep practices are based on Red Nose guidelines and ACECQA recommendations to reduce the risk of Sudden Unexpected Death in Infancy (SUDI).</li> </ul>
<p><b>In regard to Section 166 -Offence to use inappropriate discipline.</b></p>	<p><b>Approved Provider Nominated Supervisor and Staff member.</b></p> <ul style="list-style-type: none"> <li><b>Approved provider</b> will ensure that no child being educated and cared for by the service is subjected to any form of corporal punishment or any discipline that is unreasonable in the circumstances.</li> <li>Penalty: \$11 400, in the case of an individual. \$57 400, in any other case.</li> <li><b>Nominated Supervisor</b> will ensure that no child being educated and cared for by the service is subjected to any form of corporal punishment or any discipline that is unreasonable in the circumstances. Penalty: \$11 400.</li> <li><b>Staff member or a volunteer</b> of education and care service must not subject any child being educated and cared for by the service to any form of corporal punishment or any discipline that is unreasonable in the circumstances. Penalty: \$11 400.</li> </ul> <p>Therefore, the following acts will not be tolerated by any of the above-mentioned staff and may result in disciplinary action or dismissal. Any allegations regarding this matter may result in the staff member being stood down until investigation is completed.</p> <p><b>All members of the service MUST NOT.</b></p> <ul style="list-style-type: none"> <li>Control conversations with children or talk for or at children.</li> <li>Chat with other adults while the child is within earshot especially if the conversation is regarding poor behaviour.</li> <li>Yell at a child or children.</li> <li>Try to keep children quiet constantly telling them to be quiet or Shh! them.</li> <li>Respond to children in an insincere way.</li> <li>Ignore children’s efforts to communicate or simply ignore a child who is seeking assistance guidance.</li> <li>Make fun of children’s attempts to communicate.</li> <li>Use negative language and strategies to guide children’s behaviour.</li> <li>Use any physical abuse to punish a child such as hitting, pinching, grabbing, dragging a child. No force is to be used to make children sit or move to an area that you request. Dragging a child by their arm is unacceptable.</li> <li>Give a child “Time out “on their own away from the group, time to reflect and time to calm down is different.</li> <li>Belittle a child or make them feel inadequate.</li> <li>Leave a child unattended in a room or in a playground area.</li> <li>The Nominated Supervisor must report suspected harm or abuse of a child to the Regulatory Authority within 24 hours.</li> </ul>
<p><b>In regard to Section 167- Offence relating to protection of children from harm and hazards.</b></p>	<p><b>Approved Provider and Nominated Supervisor</b></p> <ul style="list-style-type: none"> <li><b>Approved Provider</b> must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. They must have the service must have policies and procedures in place to support the protection of children from harm and hazards, including health and safety matters. Penalty: \$11 400, in the case of an individual, \$57 400, in any other case.</li> <li><b>Nominated supervisor</b> must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400.</li> </ul> <p>All methods of precaution must be implemented in the form of safety checks and recorded and monitored by approved provider or nominated supervisor. Such as the following:</p> <ul style="list-style-type: none"> <li>Daily safety checks of the environment and equipment and regular checking that the checks are being completed.</li> <li>Regular walk throughs from approved provider or nominated supervisor to check on compliance and staff behaviours.</li> <li>Secure storage of hazardous products including chemicals.</li> <li>Thorough maintenance process and implementation of repairs to equipment.</li> <li>Risk assessments for all areas of the service including for excursions and regular transportation.</li> </ul>

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Owner	Fishbowl Service Support Pty Ltd				
Policy published	January 2019	Last review date	January 2026	Next review date	January 2027
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	<ul style="list-style-type: none"> <li>▪ Purchasing products that meets Australian Standards - for example, cots and playground equipment and softfall.</li> <li>▪ Chemical data sheets and correct training of all staff in chemical usage, safety plugs in electrical outlets and careful placement of electrical equipment.</li> <li>▪ Adequate protection from environmental elements such as equipment placement and use of age-appropriate resources, weather, sun protection and adequate supervision.</li> <li>▪ Procedures for releasing children only into the care of authorised persons and ensuring that all staff are aware of the process.</li> <li>▪ The implementation of ongoing safety should be conducted regularly through the review of risk assessments to identify potential hazards and strategies to protect children. The National Law does not require services to eliminate all risk and challenge from children’s play or environments.</li> </ul>
<b>CONTINUOUS IMPROVEMENT</b>	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> <li>▪ Conducting regular reviews and updates of this policy with all stakeholders.</li> <li>▪ Actively seeking feedback from children, families, and staff members.</li> <li>▪ Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.</li> </ul>
<b>IN THE EVENT of a BREACH of POLICY and/or PROCEDURE</b>	<ul style="list-style-type: none"> <li>▪ All employees are required to comply with this policy and all associated procedures.</li> <li>▪ Any alleged breach of a policy or procedure will be documented and further investigated by management.</li> <li>▪ If an employee is deemed to be breaching policy and or procedure, disciplinary action will be taken, if the breach is deemed to be serious this could result in immediate termination.</li> <li>▪ Breaches involving child safety or harm to a child will result in immediate suspension whilst management undergo an investigation. This could also result in immediate termination.</li> <li>▪ All breaches and investigations will be documented and may be reported to the Regulatory Authority and/ or law enforcement.</li> </ul>
<b>KEY TERMS</b>	<ul style="list-style-type: none"> <li>▪ <b>ACECQA</b> – Australian Children’s Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.</li> <li>▪ <b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> <li>▪ <b>Working directly with children</b>- A person is working directly with children at a given time if at that time the person is physically present with the children and is directly engaged in providing education and care for the children.</li> <li>▪ <b>Working with children check</b>- a state process that declares that a person has been assessed as suitable to work with children and there is no information against the person that would pose a risk to the children or that the person has not been prohibited from working in child-related employment.</li> </ul>
<b>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</b>	<ul style="list-style-type: none"> <li>▪ ACECQA – Risk assessment and management <a href="http://acecqa.gov.au/media/29421">acecqa.gov.au/media/29421</a></li> <li>▪ Australian Children’s Education &amp; Care Quality Authority. ACECQA</li> <li>▪ Australian Government – eSafety – Early Years program for educators (training and resources)</li> <li>▪ Australian Human Rights Commission <a href="http://humanrights.gov.au">humanrights.gov.au</a></li> <li>▪ Child Safe Organisations <a href="http://childsafesafe.humanrights.gov.au">childsafesafe.humanrights.gov.au</a></li> <li>▪ Child Safety Australia <a href="http://childsafetyaustralia.com.au">childsafetyaustralia.com.au</a></li> <li>▪ Child Safe Standards</li> <li>▪ Child Wellbeing and Safety Act 2005 (Vic)</li> <li>▪ CCYP   Standard 1: Services establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</li> <li>▪ Code of Ethics</li> <li>▪ Education and Care Services National Law Act 2010.</li> <li>▪ Education and Care Services National Regulations.</li> <li>▪ <a href="http://esafety.gov.au/educators/early-years-program">esafety.gov.au/educators/early-years-program</a></li> </ul>

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- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.
- Guide to the National Quality Framework.
- National Quality Standard.
- United Nations Convention on the Rights of the Child

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