



## Coowarra Out Of School Hours Care Service Inc

# Providing a Child Safe Environment

### **POLICY STATEMENT**

Coowarra OOSH wants children and young people who participate in our program to have a safe and happy experience. We support and respect our children, young people, Educators, volunteers and students.

Our policy guides Educators, volunteers and students on how to behave with children in our organisation. The policy focuses on how we can promote child participation in our Centre and make it safer for them. Our Philosophy and practices guide attitudes and conduct in providing a child safe culture by following the NSW Child Safe Standards.

### **PROCEDURE**

#### Management & Educators will -

Adhere to a set of core values that inform our Organisations approach to child safety.

Promote a culture of day-to-day practices that prioritises child safety.

Ensure Policies and Processes are in place to support staff on what and how to report, including to external agencies.

Ensure any complaints are taken seriously and dealt with according to Policies and Legislation.

Ensure child safe Policies and Procedures are reviewed regularly.

Ensure Educators are made aware of and implement Child Protection Policy and other applicable service policies

Provide Educators with the opportunity for appropriate training including -  
Emergency Evacuation and Lockdown, First Aid, Child Protection, Work Health and Safety, Water Safety

Work together to critically reflect on incidents to identify the cause and identify the risks to the safety of the children and how to make improvements.

Promote mutual respect, fairness and consideration for others.



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### Educators will -

Attend any training provided to gain the knowledge, skills and confidence to identify Children at risk and understand the reporting requirements.

Be supported by having access to training and resources to foster an understanding of individual and organisational obligations for child safety and protection.

Undergo a thorough Induction and Orientation Process before starting their first shift. Ongoing support and mentoring will be available to Staff from Management and Coordinator.

Respect the diverse abilities and backgrounds of children.

Actively support children's participation within our Service.

Listen to the children's views, respect what they say and involve them with decision making about matters that will directly affect them.

Aim to promote and support age appropriate learning of what is a safe environment and how important safety is for everyone.

Role model safe practices and be involved in formal and informal discussions with the children about the best ways we can behave to ensure the safety of ourselves and others.

Support children to provide feedback and ensure their information is acted on accordingly.

Complete Safety Checklists at the beginning of each Session.

Be informed of and required to adhere to our Staff Code of Conduct. Breaches in Code of Conduct will result in disciplinary action.

### Families & Community will -

Be made aware of the Organisation's Policies and Procedures.

Be encouraged to contribute to how we keep children safe, the Organisation will act upon feedback accordingly.



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### **Child Safe Environment will be achieved by:**

#### Supervision

Policies and Procedures are implemented to protect children from harm and hazard likely to cause injury.

Rosters will ensure that we are meeting required child to Staff Ratios.

Policies and Procedures are in place to set behavioural standards for Educators when interacting with children.

Educators are aware of the need for adequate supervision. This may include the development of supervision strategies for outdoor or indoor areas.

Educators will monitor and minimise hazards and safety risks in the environment. Repairs and maintenance of equipment and building/s will be documented, and the appropriate person/s informed to be actioned.

#### Risk Management

Identifying and managing risk is an integral part of our operations. Policies and Procedures and other relevant Regulations, Laws and Legislation guide the development and implementation of our Risk Assessment and management processes

Risk Assessment may be undertaken when planning child focused activities and programs

#### Selection of persons for child-related employment

Paid employees, volunteers and work experience students (over the age of 18) in any child-related employment are required to complete a Working With Children Check as per the NSW Government requirements. Management will ensure it has been verified before any shifts are allocated.

Our recruitment process will involve a range of interview questions to establish Educator suitability.

Background and Reference checks, including specific emphasis on the applicant's motivation and suitability will be carried out and recorded.



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Education and Care Services National Law and Regulations	National Quality Standard	Other Service policies/documentation
<p><b>National Law</b>            25 Grounds for suspension of provider approval            31 Grounds for cancellation of provider            51 Conditions on service approval            161 Offence to operate education and care service without nominated supervisor            162 Offence to operate education and care service unless responsible person is present            162A Persons in day to day charge and nominated supervisors to have child protection training            165 Offence to inadequately supervise children            166 Offence to use inappropriate discipline            167 Offence relating to protection of children from harm and hazards            169 Offence relating to staffing arrangements            170 Offence relating to unauthorised person on education and care service premises            171 Offence relating to direction to exclude inappropriate persons from education and care service premises            174 Offence to fail to notify certain information to Regulatory Authority            182 Grounds for giving prohibition notice            188 Offence to engage person to whom prohibition notice applies            188A False or misleading information about prohibition notice            189 Emergency removal of children            197 Powers of entry for assessing and monitoring approved education and care service            199 Powers of entry for investigating approved education and care service            200 Powers of entry to business            20A Entry to premises without search warrant            301 National Regulations</p> <p><b>National regulations</b>            28 Additional grounds for refusal to grant service approval            77 Health, hygiene and safe food practices            83 Staff members and family day care educators not to be affected by alcohol or drugs            84 Awareness of child protection law            85 Incident, injury, trauma and illness policies and procedures</p>	<p>2.1 Health            2.2 Safety            3.1 Design            4.2 Professionalism            5.1 Relationships between educators and children            6.1 Supportive relationships with families            6.2 Collaborative partnerships            7.1 Governance            7.2 Leadership</p>	<p>Access Policy            Child Protection            Code of Conduct            Conditions of Employment            Staff Discipline            Emergency Enrolment            Equipment and Maintenance of Equipment            Excursion            First Aid Policy - Management of Incident, Injury, Illness and Trauma            Hazardous Materials            Hygiene &amp; Cleaning            Infectious Disease            Maintenance of Records            Medical conditions            Medication Administration            Orientation            Physical Environment            Pick up and drop off            Privacy            Security            Staff Appraisal and Review            Staff Child Ratio            Staff Professionalism            Staff Selection            Staff Professional Development            Sun protection            Supervision            Volunteers and Students            Water Safety</p>



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<p>86 Notification to parents of incident, injury, trauma and illness</p> <p>87 Incident, injury, trauma and illness record</p> <p>88 Infectious disease</p> <p>89 First Aid Kits</p> <p>90 Medical Conditions Policy</p> <p>92 Medication record</p> <p>93 Administration of medication</p> <p>94 Exception to authorisation requirement – anaphylaxis or asthma emergency</p> <p>95 Procedure for administration of medication</p> <p>96 Self-administration of medication</p> <p>97 Emergency and evacuation procedures</p> <p>99 Children leaving the education and care service premises</p> <p>100 Risk assessment must be conducted before excursion</p> <p>101 Conduct of risk assessment for excursion</p> <p>102 Authorisation for excursions</p> <p>102B Transport risk assessment must be conducted before service transports child</p> <p>102C Conduct of risk assessment for transporting of children by the education and care service</p> <p>102D Authorisation for service to transport children</p> <p>103 Premises, furniture and equipment to be safe, clean and in good repair</p> <p>106 Laundry and hygiene facilities</p> <p>109 Toilet and hygiene facilities</p> <p>117A Placing a person in day to day charge</p> <p>117B Minimum requirements for a person in day-to-day charge</p> <p>117C Minimum requirements for a nominated supervisor</p> <p>122 Educators must be working directly with children to be included in ratios</p> <p>123 Educator to child ratios – centre based services</p> <p>136 First Aid qualifications</p> <p>146 Nominated Supervisor (staff records)</p> <p>150 Responsible Person (staff records)</p> <p>168 Education and care service must have policies and procedures</p> <p>170 Policies and procedures to be followed</p> <p>181 Confidentiality of records kept by approved provider</p> <p>358 Working with children check to be read</p>		
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UPDATED AND ENDORSED: November 2022

DATE FOR REVIEW AND EVALUATION: March 2025