

Child Safe Environment Procedure



Statement of Procedure

Our Out of School Hours Care (OSHC) service, Fun 4 U Helensburgh is committed to maintaining a child-safe environment where the safety, wellbeing, and voices of children are respected, valued, and protected. All employees and volunteers are expected to understand the significance and responsibility of upholding the National Principles for Child Safe Organisations. Embedding these principles, proactive procedures, regular safety checks and responsible supervision into our daily practice to reduce the risk of harm within the indoor, outdoor and online spaces. In turn this will support every child's sense of security, belonging, and wellbeing. This procedure has been developed to work alongside our *Child Safe Environment Policy* and outlines clear steps for all staff and volunteers to follow when ensuring our OSHC maintains a safe, and supportive environment where every child feels protected, respected, and empowered to reach their full potential. This policy can be found on Fun 4 U's main computer desktop – files – policies and procedures, on our Facebook page and next to our sign in and out register we have a folder with a QR code to each policy.

Our Service adheres to and aligns with legislative requirements related to taking images or videos of children. (See *Safe Use of Digital Technologies and Online Environments Policy*)

Working in conjunction with the *Child Safe Environment Policy*, this procedure provides guidance for management and educators to foster and promote a child safe culture and ensure child safe policies and procedures are understood and practiced by all educators and staff.

Providing a Child Safe Environment Procedure:

Education and Care Services National Regulations
Quality Area 2: 2.2, 2.2.1, 2.2.2, 2.2.3
Quality Area 3: 3.1, 3.2

Quality Area 5: 5.1.1

Quality Area 7: 7.1.3, 7.2.3

Regs: S.2A, S.3A, S.4, S.5AA, S.12, S.162A, S.162B, S.165, S.166A, S.167, S.174AA, S.174AB, Part6A, S.178, S.178A, S.188, R.12, 82, 84, 86, 87, 97, 99, 102AAB, 102AAC, 102B, 102D, 102E, 102F, 103 - 105, 109, 113 - 115, 122, 123, 136, 145, 149, 155, 162, 165-168, 168 (h), 170-172, 175, 176.

Outlines of how Fun 4 U's organisational culture priorities child safety throughout our services in reflection of legislation: Physical and Online Environment

How you will ensure you are providing a child safe environment, e.g. free from hazards, tobacco, drugs and alcohol.

At Fun 4 U OSHC, all educators, staff, volunteers, and management are required to:

- Complete **approved child protection training** through a registered training organisation.
- Participate in **annual Child Protection Awareness Training** to stay informed of changes in legislation, reporting processes, and best practices.
- Engage in ongoing **professional development and policy reviews** through ACECQA, the Office of the Children's Guardian, and Childcare Centre Desktop updates.
- Attend **in-service meetings** that include updates on legal responsibilities and practical case-based discussions.

Access our internal **Policy and Procedures Folder** (also shared via QR code and Facebook) which is reviewed annually or following legislative change

How regularly you will undertake safety checks of equipment, environment and practices.

- **Daily indoor and outdoor safety checks** are completed by educators at the beginning and end of each program using a standardised checklist.
- A **hazard and maintenance log** is used to report and track repairs.
- **Weekly toy and equipment audits** are conducted and recorded in our toy cleaning log.
- All broken or damaged resources are immediately removed and reported to management.

How you will set up learning environments to support the safety and wellbeing of children, including in physical and online learning environments.

- Indoor and outdoor areas are set up each day with **clear sightlines**, ensuring adequate supervision and safe movement.
- Spaces are arranged to offer **small and large group play**, with age-appropriate resources to suit K–6 children.
- In the online space, only **approved, educational software** is used. Devices are password protected and monitored by staff at all times.
- Personal mobile phones or personal devices are **not permitted** for use with children. Only service-issued tablets may be used, and only with prior **written parental consent**.

How you will undertake risk assessments and action plans that will identify potential risks and hazards within the online and physical environment and minimise any risks, without compromising a child's right to privacy, access to information, social connections and learning opportunities.

We maintain a proactive approach to risk management by:

- Conducting **risk assessments** for the physical environment (e.g., use of outdoor oval, weather changes, excursions) and online use.
- Completing **online safety assessments** to ensure children are not exposed to inappropriate content, and that devices are secure.
- Balancing safety with **children's rights to access information and technology**, encouraging safe use through supervision and discussion.
- Action plans are developed for **identified risks**, with timeframes for rectification and staff responsibilities clearly noted.

Ensuring regular monitoring of the environment and the needs of the children are met, e.g. daily shade patterns, water hazards, UV index, natural disaster impacts (if applicable).

Educators are trained to remain aware of changing conditions and children's individual needs. Therefore we:

- Monitor **shade patterns** and UV ratings daily and adjust outdoor schedules accordingly (including enforcing **SunSmart practices**).
- Conduct daily checks for **water hazards**, loose surfaces, or storm debris in the playground.

- Respond promptly to natural events (e.g., high winds or heatwaves) using **weather apps** and local alerts.
- Remain alert to notifications of natural disaster impacts on the centre.

What adjustments may need to be made to your environment to ensure it is safe for children, e.g. supervision, additional or rearrangement of equipment, consideration of group size or ages and abilities of all children accessing the environment.

- Learning environments are continually adapted to support **developmental stages**, abilities, and group size.
- Equipment is **rotated** to reduce clutter and overstimulation, and supervision zones are clearly defined.
- Changes such as additional supervision or **smaller group rotations** may be implemented when:
 - children are new to the service
 - younger children require additional support
 - specific behavioural needs are identified.

What precautions may be necessary to protect the safety, health and wellbeing of the children, e.g. excursions in relation to supervision, physical environment and child protection.

- Excursions and transitions are supported by **comprehensive risk assessments**, staff training, and supervision plans.
- **Headcounts, high-vis vests, and walkie-talkies** are used when children move from the OSHC venue or on excursions.
- Additional precautions include increased supervision, access to first aid, and mobile communication.

How you will keep children safe from hazardous materials, e.g. where and how you store your chemicals for cleaning, repairs, maintenance, replacements.

All **hazardous substances**, including cleaning agents and maintenance supplies, are:

- Stored in a **locked cabinet** marked with warning signage.
- Logged in our **Hazardous Substances Register**, with corresponding **Safety Data Sheets (SDS)** on file.

Staff receive training on **chemical handling**, and all incidents are documented and reviewed.

How you will inform children and their families in culturally appropriate ways, about the use of the service's online environment.

Families are informed during the **enrolment process** about technology use and asked to sign consent forms for:

- Device access
- Photos and videos for internal use or communication apps

Culturally inclusive communication strategies include:

- **Visual posters** explaining online safety
- Translation support if required
- Family newsletters or updates via service closed Facebook group and emails with information on online practices and safety.

Outlines of how Fun 4 U's organisational culture priorities child safety throughout our services in reflection of legislation: Staffing and Supervision

What recruitment practices you will implement to ensure suitability of educators and staff as outlined in legislation.

We follow a **rigorous recruitment process** to ensure all educators and staff are suitable and meet legislative requirements:

- **Working with Children Checks (WWCC)** are mandatory and verified through the NSW Office of the Children's Guardian.
- Applicants must **declare any prohibition notices** and complete compliance history checks for leadership roles.
- Reference checks and interviews assess the applicant's values, past performance, and attitude toward child safety.

How recruitment processes will emphasise a commitment to child safety and wellbeing and a focus on child safety underpins all operational practice.

Every recruitment stage includes our **commitment to child safety and wellbeing**:

- Job advertisements include a child safety statement.
- Interviews involve questions about the applicant's understanding of child safety principles and scenarios.
- Staff sign a **Code of Conduct** that outlines behavioural expectations and reporting obligations.

How you will monitor educator and staff performance and develop their individual learning plans, and what performance management plans may be required.

Educator performance is monitored through:

- **Regular observations and feedback** by the Coordinator.
- **Annual performance reviews** that assess skills, behaviour, and engagement with child safety principles.
- **Individual learning plans (ILPs)** developed collaboratively to identify professional development needs.
- If issues arise, **Performance Improvement Plans (PIPs)** are used with clear goals, support, and timelines.

What processes are in place to ensure a thorough induction process for all staff, and to ensure awareness of their child safety responsibilities, including reporting obligations.

All new staff, volunteers, and students undertake a **comprehensive induction** which includes:

- Reviewing the **Child Protection Policy**, Code of Conduct, and child-safe reporting obligations.
- Orientation on service layout, supervision zones, emergency procedures, and incident reporting.
- Shadowing experienced staff to understand supervision expectations and child engagement.

How you will meet staff to child ratio and qualification requirements.

We comply with **National Regulations** by ensuring:

- **1:15 educator-to-child ratio** at all times.
- At least one educator on site holds **current first aid, CPR, asthma and anaphylaxis management training**.
- Staffing levels and qualifications are tracked and monitored by management.
- All staff **sign in and out** promptly at the beginning and end of every shift.

How you will monitor staffing and supervision requirements and practices.

- Coordinators maintain a **daily staffing schedule** and document active supervision zones.
- **Supervision plans** are in place for all areas including indoor, outdoor, transitions, and excursions.

- Any absences due to sick leave or annual leave are covered by management confirming the **pre-approved relief**.

What practices you will put in place to promote teamwork and good communication among educators and staff to ensure adequate supervision. For OSHC services, how you will support the educators to assess supervision needs in their learning environment.

We promote a strong team culture through:

- **Pre-shift huddles and debriefs** to discuss responsibilities, supervision points, and concerns.
- Use of **closed loop communication** skills
- **Monthly team meetings** to reflect on practice, share feedback, and identify supervision improvements.
- Utilisation of the Fun 4 U Helensburgh platform on the OWNA web portal.

How you are going to ensure educators and staff are not impaired by the consumption of alcohol or drugs (including prescription medicines)

- Educators and staff must not be under the influence of **alcohol, illegal substances or impairing medications** during work hours.
- Any suspected impairment is reported to the **Nominated Supervisor immediately** and will result in removal from duties.
- Staff are reminded of this policy during induction and team meetings.

How you will notify the regulatory authority if you are aware that an educator is under the influence of alcohol or drugs.

If an educator is found to be under the influence:

- The Coordinator will notify the **Regulatory Authority via NQA ITS** within **24 hours**, as per National Regulation 175(2)(c).
- The incident will also be internally documented, investigated, and appropriate action taken.

How you will implement your policy when on excursions or transitioning children to and from outside school hours care.

- All excursions and school transitions are **risk assessed** with supervision plans in place.
- Staff maintain **ratios, headcounts, and clear visibility** during transitions from school to OSHC.

- All children are given an orange Fun 4 U high visibility vest, to allow for quick group identification when on excursions.
- Children are signed in/out at each location and wear identifiable safety vests if needed during outings.

Implementation and monitoring of behaviour guidance to promote safe, positive play and children's agency.

We promote a safe and respectful environment by:

- Embedding **positive behaviour guidance strategies** that focus on connection, reflection, and problem-solving.
- Educators co-develop **rules and expectations with children**, including during risky or adventurous play.
- Behaviour guidance is consistently reviewed in team meetings and ILPs.

How do your policies consider strategies for embedding child safety across all staff roles and levels of the organisational structure.

Child safety is a **shared responsibility**:

- Every staff role has clearly documented child safety responsibilities.
- **Policies, checklists, and training** reinforce child safety across all operational levels.
- Coordinators model child-safe practices and ensure child safety is embedded in decision-making, risk assessments, and daily routines.

Strategies for Monitoring and Implementing Procedures

- Ensure **accessibility and visibility of policies and procedures** for families, staff, educators, and visitors.
- **Implement and maintain a comprehensive recruitment policy**, ensuring processes (advertisements, interviews, and reference checks) support a child safe organisational culture.
- **Provide thorough staff induction and ongoing training**, covering:
 - Code of Conduct, Code of Ethics, and Australian Teaching Standards (if applicable)
 - Child protection responsibilities and building positive relationships with children
 - Supervision strategies and child safety practices

- Risk identification and management • Schedule regular one-on-one meetings with educators and staff to: - Monitor performance and progress - Develop individual learning plans - Review behaviour management and child safety strategies • Undertake regular Code of Conduct and Code of Ethics training, including standalone sessions and updates at team meetings. • Review and monitor staff rosters regularly to ensure compliance with staff-to-child ratios and qualification requirements. - Use systems to track qualification renewals or updates. • Regularly reflect on and adapt supervision strategies to support the best interests and evolving needs of children. • Conduct and document regular safety inspections, including: - Indoor and outdoor spaces - Furniture, fixtures, and equipment (ensuring they are clean, well maintained, and meet Australian Standards if applicable) - Equipment setup and reassembly following manufacturer instructions • Complete daily safety checklists and maintain equipment maintenance logs. • Carry out risk assessments when needed, and: - Review and update assessments regularly - Develop and implement risk minimisation plans - Train staff to identify hazards, evaluate risks, and apply control measures • Maintain ongoing environmental monitoring and hazard scanning, ensuring that the physical setup (indoors and outdoors) supports safety, access, and inclusion for all children.
Related Policy and/or Procedures
• Dealing with infectious diseases policy • Dealing with medical conditions policy • Delivery and collection policy • Emergency and evacuation policy

- Food, nutrition, and beverages policy
- Incident, injury , trauma and illness policy
- Interactions with children policy
- Safe transportation of children policy
- Sun protection policy
- Water safety policy

Checklists Available:

Indoor Environment Checklist

- Clear walkways and exits
- Clean floors, no spills or trip hazards
- Electrical cords and equipment safely stored
- Furniture and resources in good condition
- First aid kits fully stocked and accessible
- Emergency exits and fire equipment clearly marked and accessible
- Child specific health information, medication and anaphylaxis administration/management clearly labelled and accessible (Reg 162)
- Hazardous Chemicals safely stored away

Outdoor Environment Checklist

- Playground and equipment checked for damage or hazards
- Fences and gates secure (Reg 104)
- Surfaces safe (no debris, broken glass, or sharp objects)
- Weather conditions assessed for suitability, including sun safety
- Supervision zones clearly identified
- Dangerous objects, plants, spiders, snakes and vermin identified

Toilets and Hygiene Areas

- Clean and stocked with soap, toilet paper, and paper towels
- No water on floors (slip hazard)
- Adequate lighting and ventilation

Food Area Checklist

- Clean surfaces and equipment

- Snack area free of allergens (as per children's allergy info)
- Handwashing procedures followed before/after prepping and eating
- Safe food storage, including temperature control

Arrival and Departure Area

- Sign-in/out ipad available and clearly located
- Area is supervised and well-lit
- Families informed of collection procedures
- Clear view of exits to monitor who is entering/exiting

NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

1	The approved provider, nominated supervisor and educators will review the OSHC Service's <i>Child Safe Environment Policy</i> annually	
2	Families and children will be invited to review the <i>Child Safe Environment Policy</i>	
3	New educators, students and volunteers will be introduced to the <i>Child Safe Environment Policy and Procedure</i> during induction and orientation	
4	Educators and staff will refer to the <i>Child Safe Environment Policy</i> for further information on implementation of the Child Safe Standards	
5	A Statement of Commitment to providing a Child Safe Environment will be developed in consultation with families, children and educators	
6	The approved provider and nominated supervisor will ensure children's safety, rights and best interests are the paramount consideration for all Service operations, decisions and functions, including all decisions relating to child safety	

COMPLAINTS/ GRIEVANCES

The approved provider and nominated supervisor will:

1	review the Service's <i>Dealing with Complaints Policy</i> annually, in conjunction with children, families and educators	
2	inform families, children and educators of the <i>Complaints/ Grievance Procedure</i> for steps on how to raise any concerns, including concerns around child safety	
3	ensure educators, staff, volunteers and students are well informed about the different ways children may express concerns, distress and disclose harm as well as the process for responding to disclosures from children- including a complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child or another child	

4	discuss any complaints/issues raised with the complainant within 24 hours of receiving the verbal or written complaint and will investigate and document the complaint or grievance fairly and impartially	
5	notify the regulatory authority within 24 hours of any serious incident or complaint as per the Education and Care Services National Regulations	
6	ensure the compliant handling process is child focused; children are empowered and supported to provide feedback and speak up about concerns	

STAFFING PROVISIONS		
1	The approved provider, nominated supervisor and educators will review the OSHC Service's <i>Probation, Induction and Orientation Policy, Professional Development Policy and Staff Performance Review Policy</i> annually	
2	New educators, staff, students and volunteers will be introduced to the <i>Probation, Induction and Orientation Policy, Professional Development Policy and Staff Performance Review Policy</i> during induction and orientation	
3	The <i>Code of Conduct Policy</i> will be reviewed annually in consultation with families, children and educators	
4	New educators, students and volunteers will be required to sign acknowledgment that they read and understand the Service <i>Code of Conduct Staff Acknowledgement</i>	
5	The approved provider and nominated supervisor will ensure a responsible Person is physically present at the OSHC Service at all times that children are being educated and cared for	
6	The approved provider and nominated supervisor will ensure that volunteers and students meet any requirements for Working with Children Checks (WWCC).	
7	At no time will volunteers and/or students be left alone with a child or group of children or be included in the educator to child ratio	
8	Each educator will participate in a Performance Review every 12 months which include an opportunity to reflect on the educator's understanding of an adherence to the Code of Conduct and child safe policies and procedures	
9	A <i>Professional Development Plan</i> will be developed for each educator and reviewed every 12 months	

RECRUITMENT		
1	The approved provider, nominated supervisor and educators will review the OSHC Service's <i>Recruitment Policy</i> annually	

2	The approved provider and nominated supervisor will ensure the National Principles for Child Safe Organisations and Child Safe Standards underpin all areas of the recruitment process.	
3	All preferred candidates will undergo appropriate pre-employment checks including reference checks, WWCC, prohibition checks and where applicable, National Police criminal history checks before an offer of employment is recommended	
4	Employees, volunteers or students that are unable to provide a copy of a validated WWCC(or equivalent) prior to the start of engagement or employment will not be able to undertake any work-related activity within the Service	
5	WWCC records and verifications will be held for all employees, staff, students and volunteers	
6	Reference checks are conducted for each potential employee	
7	Management will ensure any notifications or concerns regarding a person's WWCC are recorded and steps are taken immediately to ensure the person is not working directly with children in accordance with directions from the Office of the Children's Guardian (NSW)	
8	The approved provider will ensure prospective employees, current employees, students or volunteers do not hold any prohibition notices, including suspension, supervision or prohibition notices or enforceable undertaking, preventing them from working with children	
9	The approved provider will ensure all prospective employees, students and volunteers complete a Prohibition Notice Declaration during engagement to confirm they are not subject to a prohibition notice	
10	Prior to engagement or employment of any person at the Service, the approved provider will verify that the individual is not subject to a prohibition notice, via the NQA ITS	
11	Each new employee shall be subject to a Probationary Period of six (6) month	
12	Induction and orientation for new staff, students and volunteers will include relevant information on child safe practices adhering to the National Principles for Child Safe Organisations, Child Safe Standards, Code of Conduct, strategies that identify, assess and minimise risks to children and mandatory reporting procedures	
13	An <i>Induction Checklist</i> will be completed for all new employees, students, volunteers and educators	

CHILD PROTECTION		
1	The approved provider, nominated supervisor and educators will review the Service's <i>Child Protection Policy and Procedure</i> annually to ensure awareness of Child Protection practices	
2	New educators, students and volunteers will be introduced to the <i>Child Protection Policy and Procedure</i> including mandatory reporting requirements during induction and orientation. Students and volunteers will be advised of the existence and application of current child protection law and any obligations they may have under that law	
3	The approved provider and nominated supervisor will ensure the nominated supervisor, responsible persons, staff, students and volunteers have completed approved mandatory Child Protection Training, within the prescribed timeframe, to understand the child protection reporting process and use of the online reporting guide per state requirements	
4	The approved provider will ensure the nominated supervisor, educators, staff, volunteers and students who work with children maintain up-to-date information and training related to current child protection law and reporting obligations annually (best practice)	
5	The approved provider, staff, educators, volunteers and students will complete mandatory child safety training, within the prescribed timeframe, on how to identify, understand, report, and respond to child maltreatment, abuse and harm	
6	The approved provider will ensure that no staff, educators, volunteers or any visitors to the service engage in inappropriate conduct toward a child. Inappropriate conduct will be identified and responded to, and any allegations, suspicions or concerns of inappropriate will be identified and reported	
7	The approved provider and nominated supervisor will ensure a <i>Child Protection Risk Assessment</i> is conducted annually and reviewed following an incident involving child safety and wellbeing, including an assessment for areas of improvement	
8	Educators will introduce protection behaviours to children through educational programs. A Risk Assessment will be conducted prior to educational programs regarding protection behaviours implemented.	
9	Information regarding mandatory reporting obligations is shared with families	
10	All educators will be advised of their obligations regarding the Reportable Conduct Scheme .	
11	The approved provider and nominated supervisor will ensure all records identified as relevant to child safety and wellbeing (including child sexual abuse that has or is alleged to have occurred), are: - kept for at least 45 years - clear, objective and thorough - maintained in an indexed, logical and secure manner	

	retained and disposed of in a consistent manner [Note: this is a recommendation in response to the Royal Commission into Institutional Responses to Child Sexual Abuse]	
12	Educators, students and volunteers are advised they are required to notify the approved provider, within 72 hours of the event, or within 24 hours of becoming aware of the event, of any changes to their WWCC status, changes to their teacher registration or fit and proper status.	
13	The approved provider will notify the regulatory authority, in writing via the NQA ITS, within 24 hours of becoming aware of an event involving a change to the educator or staff member's WWCC, including any negative notices or changes to teacher accreditation or registration [Mandatory for NSW Services]	

PHYSICAL AND ONLINE ENVIRONMENT		
The approved provider and nominated supervisor will:		
1	review the Service's <i>Physical Environment Policy</i> and <i>Safe Use of Digital Technologies and Online Environments Policy</i> annually in conjunction with children, families and educators	
2	introduce the <i>Physical Environment Policy</i> and <i>Safe Use of Digital Technologies and Online Environments Policy</i> to new educators, students and volunteers during induction and orientation	
3	require educators to adhere to the Service's <i>Supervision Policy</i> and floor plan to maintain effective supervision	
4	ensure adequate supervision will be provided when children are being transported. Consideration will be made depending on risk assessments, number, age and ability of children, visibility of children, each child's current activity	
5	ensure the minimum child ratio requirements are met at all times	
6	ensure a daily inspection of the physical premises will be undertaken before children begin to arrive. The <i>Opening Checklist</i> and <i>Outdoor Cleaning/Safety Checklist</i> will be used as the procedure to conduct these safety checks. A record of these will be kept by the Service.	
7	ensure risk assessments are completed and reviewed every 12 months to ensure risks are minimised and care taken to protect children from harm and hazards	
8	ensure risk assessments are reviewed following an incident involving child safety and wellbeing, including an assessment for areas of improvement	
9	ensure all educators and staff are informed of the <i>Safe Storage of Hazardous Chemicals Policy</i> during induction and orientation	

10	ensure the <i>Hazardous Chemical Register</i> lists hazardous chemicals used and/or stored within the Service	
11	ensure the <i>Emergency and Evacuation Policy and Procedures</i> are followed to ensure children are protected from harm during an emergency	
12	ensure educators follow the <i>Delivery of Children to and Collection from EC Service Premises Policy</i> to ensure children are only released to an authorised person as named on the child's enrolment form	
13	support online safety for children by adhering to the <i>Safe Use of Digital Technologies and Online Environments Policy</i>	
14	ensure management, educators, staff, visitors and volunteers are aware of and strictly adhere to legislative requirements related to taking images or videos of children, including: ○ adhering to the <i>Safe Use of Digital Technologies and Online Environments Policy</i> ○ only service-issued/approved devices are to be used when taking images or videos of children ○ personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, smart watches, META glasses) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) are not in the possession of any educator, staff member, visitor or volunteer while providing education and care and working directly with children ○ ensure educators, staff or volunteers submit a written request if seeking an exemption to use or have in their possession a personal electronic device for essential purposes strict controls are in place for the appropriate storage and retention of images and videos in accordance with our <i>Record Keeping and Retention Policy</i>	
15	ensure the environment free is from the use of tobacco (including vaping) alcohol and illicit drugs in conjunction with the <i>Tobacco, Drug and Alcohol-Free Policy</i>	

Importance of Clear, Robust Consistent Child Protection Procedures

Clear and robust procedures ensure all educators, staff, and volunteers understand their roles and responsibilities in maintaining a child safe environment. These procedures minimise the risk of harm by establishing consistent practices for supervision, risk assessment, online safety, and reporting. They also promote trust with children and families by showing our commitment



to their safety and wellbeing. When implemented effectively, these procedures foster secure, supportive environments where children can confidently explore, learn, and grow

Learning from Implementation to Improve Practice

We will regularly review incidents, feedback, and audits to identify trends or gaps in our procedures. Staff meetings, reflective practice sessions, and team debriefs will be used to discuss what worked well and where improvements can be made. We will also encourage feedback from children, families, and staff to ensure our procedures remain practical, effective, and aligned with current regulations and best practice. This continuous improvement approach ensures that our child safe practices evolve with the needs of our community

Providing Tools and Promoting Awareness

We ensure all relevant individuals at Fun 4 U can follow procedures by:

We ensure all relevant documents—such as checklists, risk assessment templates, supervision plans, and the Code of Conduct—are easily accessible in both digital and printed formats. These tools are introduced during staff induction and revisited during regular team meetings, training sessions, and professional development. Policies and procedures are displayed in our staff area and stored in a central policy folder. Updates are communicated through newsletters, emails, and team briefings to ensure everyone remains informed and equipped to follow them with confidence.

Sources

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- *Children and Young Persons (Care and Protection) Act 1998 (The Care Act)*
- ChildStory Reporter: <https://reporter.childstory.nsw.gov.au/s/>
- [Cultural safety and the National Principles for Child Safe Organisations](#)
- [Education and Care Services National Law Act 2010](#).
- [Education and Care Services National Regulations](#). (Amended 2025)
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- NSW Department of Education (2021). [Guide to the Child Safe Standards for early childhood education and care and outside schools hours care services](#)
- [United Nations Convention of Rights of the Child, \(1989\). \(UNCRC\)](#)
- Work Health and Safety Act (2011).

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Childcare Centre Desktop Procedure Update: February 2026

This Procedure Follows the ACEQA: [Child Safety | ACECQA](#)