

# Providing a 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 *Providing a 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

## 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.162A, S.165, S.166, S.167, 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: <u>Physical and Online Environment</u>

*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

#### *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

ACECQA :

- [Guide to the National Quality Framework](#)
- [Health and wellbeing](#)
- [Risk assessment and management](#)

Australian Human Rights Commission – [Child Safe Organisations](#)  
[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](#)

New South Wales Government – [Child safe organisation: training and resources](#)

NSW Government [Department of Communities and Justice](#)

[UNICEF](#) – United Nations Convention on the rights of the child

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