

Providing a Child Safe Environment Procedure

Playtime Policy Reference

Providing a Child Safe Environment Policy

Policy & Procedure Access and Supporting Documents

- All Playtime Childcare policies and procedures are located:
 - Electronically on OWINA for Staff via à Staff à Policies and Procedures
 - Electronically on OWINA for Families via à Configure à Policies and Resources
 - Management has access electronically via computer documents
 - Hard copies available upon request
- Regulative required policies and procedures will be reviewed annually, all other policies biannually
- Relevant checklists, risk assessments and documents are located via the OWINA platform:
 - Commitment to child safety statement
 - All Risk Assessment
 - Centre Safety checks
 - Excursion Safety Checks
 - WWCC Verifications
 - Incident and Injury Forms
 - Incident and Allegation Records
 - Safe sleep checks
 - Code of conduct record
 - Register of Child Protection Concerns
 - Incident Response Template includes Risk Assessment form
 - Playtime Childsafe MRG Poster

Paramountcy In Practice

The safety, rights and best interests of children must be the paramount consideration in every decision and action across Playtime Childcare Centre's.

Prioritising children's safety, rights, and best interests in every decision fosters environments where children thrive, feel valued, and are protected, and their wellbeing and developmental needs are consistently supported

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What Paramountcy looks like

Demonstrating paramountcy means consistently showing that children's interests come first, always. Services should be able to show that:

- children's safety, rights, and best interests are actively considered in every decision
- when conflicts of interest arise, children's interests are prioritised above all else
- documentation around decisions demonstrate to show how paramountcy informed those decisions
- actions taken based on decisions align with the paramountcy principle
- practice, policies and culture reinforce the paramountcy principle.

In practice, this means being able to clearly answer: *How did this decision or action prioritise the child's rights and best interests?*

Embedding Child Safety in Everyday Practice

At Playtime, creating and maintaining a child safe environment is the responsibility of every staff member, volunteer, student, contractor and member of management. Child safety must be embedded in all aspects of service delivery and reflected in the decisions, actions and behaviours of all adults who engage with children.

1. Child-Centred Decision Making

The safety, wellbeing and best interests of children are the primary consideration in all decisions made at Playtime.

In practice, this may include:

- adapting routines, environments and practices to meet the individual needs, strengths and circumstances of each child
- taking immediate action where concerns about a child's safety, wellbeing or rights are identified
- implementing preventative strategies to minimise risks to children, even where this may require changes to operational practices
- ensuring children's voices, views and experiences are considered when making decisions that affect them
- responding promptly and appropriately to disclosures, concerns or allegations involving child safety.
- Children have a right to be heard. Staff will consider their views when making decisions that affect their safety, wellbeing, and participation. Opportunities such as a Child Council, group discussions, and everyday conversations will be used to ensure children's voices contribute to decision-making and support the principle of paramountcy.

Commented [JW1]: Reference our Childrens council?

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A key measure of effective child-safe practice is whether a reasonable person would recognise that the child's safety, wellbeing and best interests were the primary consideration in the decision-making process.

2. Documentation and Record Keeping

Accurate and timely record keeping supports Playtime's commitment to providing a child safe environment and demonstrates how child safety considerations inform decision-making.

Records should clearly document:

- the concern, incident, observation or matter identified
- factors considered in assessing risks to the child
- how the child's safety, wellbeing, rights and best interests informed decisions
- actions taken and any follow-up required
- communication with families, relevant authorities or other stakeholders where appropriate.

To support consistent child-safe practices, Playtime will:

- Record incident, injury, trauma and illness documents with a child safety consideration approach.
- document concerns, disclosures and reports in accordance with legislative requirements and reporting obligations
- record discussions relating to child safety during team meetings, supervision and reflective practice sessions
- maintain documentation that demonstrates continuous improvement in child safety practices.

Records will be maintained in accordance with privacy, confidentiality and legislative requirements.

3. Policies and Procedures

Child safety is embedded throughout Playtime's policies, procedures and operational practices.

Our policies and procedures will:

- clearly prioritise children's safety, wellbeing, participation and rights
- support compliance with the Child Safe Standards, National Law and National Regulations
- provide clear guidance for identifying, responding to and reporting child safety concerns
- outline expectations for professional conduct, supervision and interactions with children
- support staff to take immediate and appropriate action when risks to children are identified
- address conflicts of interest and ensure decisions remain focused on children's best interests.

4. Child Safe Culture and Capability

Playtime is committed to fostering a culture where children are respected, protected and empowered, and where all adults understand their role in safeguarding children.

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This commitment is demonstrated through:

- comprehensive recruitment, induction and onboarding processes that promote child-safe practices
- regular training and professional development relating to child protection, child safety and safeguarding responsibilities
- ongoing discussions during team meetings, supervision and reflective practice that reinforce child-safe expectations
- leadership that models child-safe behaviours and decision-making
- encouraging staff, volunteers and students to raise concerns, report risks and seek guidance without fear of reprisal
- promoting children's participation and ensuring children feel safe to express their views, concerns and experiences
- creating an environment where families and communities are informed, involved and supported in promoting child safety.

Child Safe Recruitment and Ongoing Employment Practices

- Playtime Childcare has adopted the voluntary "Model Code for Recruitment in Education and Care" as a demonstration of proactive leadership and commitment to child safety. This best practice Model Code is designed to attract and retain skilled, qualified, and values-driven educators who can provide high-quality education and care for children.
- Playtime has a thorough *Recruitment, Induction, Orientation and Probation Policy and Procedure* in place. The 8 steps that are followed to ensure we undertake child safe recruitment include:
 - Detailed role descriptions
 - Child safe job advertisements
 - Reviewing applications and shortlisting
 - Scenario based Interviews
 - Work history and experience reference checks
 - Identity and qualification background checks
 - Child safe inductions
 - Ongoing child safe employment practices

Inappropriate Conduct to a Child

- Playtime is committed to providing a safe, inclusive and child-centred environment where all children are respected, protected and supported to thrive. In accordance with the Children (Education and Care Services) National Law (NSW), inappropriate conduct towards a child is prohibited and will not be tolerated.

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- All educators, staff, volunteers, students and contractors are expected to maintain professional boundaries and contribute to an environment that is emotionally, psychologically and physically safe for children. Playtime is committed to preventing, identifying and responding to inappropriate conduct to ensure the safety, wellbeing and best interests of every child remain the highest priority.

What is inappropriate conduct?

It includes behaviour that is:

- inconsistent with professional standards
- causes or is likely to cause emotional, psychological, or physical harm
- or has violent or sexual connotations.

Consideration must be given to a child's age and stage of development when determining whether behaviour is inappropriate conduct.

A child may be subjected to inappropriate conduct – either directly or indirectly as a witness – that occurs through:

- through verbal or electronic communication
- by electronic capture, including photographs, recordings or live video
- repeated actions or ongoing patterns of behaviour over time.

A child's consent – or an adult's belief that a child has consented to the behaviour or their intent – is irrelevant for the purposes of determining an offence under section 166A of the Education and Care Services National Law.

Examples of Inappropriate Conduct

Inappropriate physical contact : touching a child in a sexualised or intrusive way, such as tickling, wrestling, prolonged or unnecessary hugging that is not warranted in the circumstances, kissing a child on the cheek, massaging, or physical closeness (such as encouraging a child sit on an educator's lap for an extended period) that is not age appropriate or required based on the needs or abilities of a child.

Grooming behaviours: including but not limited to favouritism, offering gifts or special privileges, encouraging emotional dependency (attachment fostering), or initiating private or secret communication with a child.

Ill treatment that is not disciplinary in nature: including physical or verbal abuse, threats, yelling, swearing, rough handling or other conduct likely to cause emotional or psychological harm.

Unprofessional communication: such as in-person conversations, sending personal messages, capturing or sharing images of children via unauthorised devices or platforms, or engaging with children online through social media or apps unrelated to your role.

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Reporting Inappropriate Conduct

- A quick reference *Playtime Childsafe MRG Poster* is displayed in the staffroom to support staff to identify and choose the correct decision tree in the ChildStory MRG. This will also be available on OWNA.
- Any concerns, suspicions, disclosures, allegations or incidents relating to inappropriate conduct, child safety or a child's wellbeing must be reported immediately in accordance with *Playtime's Child Protection Reporting Policy*. All reports will be taken seriously, documented appropriately, and responded to in line with legislative requirements, mandatory reporting obligations and the service's commitment to protecting children from harm.
- All staff, volunteers, students and contractors to report concerns regarding child safety, inappropriate conduct, misconduct or breaches of legislation without fear of retaliation. Individuals who make a report in good faith are protected under *Playtime's Protected Disclosure (Whistleblower) Policy* and will be supported throughout the reporting process. Playtime is committed to ensuring that no person is disadvantaged, victimised or subjected to adverse action for raising genuine concerns about the safety and wellbeing of children.

Guiding Children's Behaviours

- Developmentally appropriate behaviour guidance that is respectful, supportive and aligned with accepted early childhood education and care practices is not considered inappropriate conduct. Educators are expected to guide children's behaviour in ways that uphold each child's dignity, rights and wellbeing, while providing positive encouragement and support.
- When responding to children's behaviour, educators must consider each child's age, development, abilities, individual circumstances, and family and cultural values. Any behaviour guidance practices must comply with legislative requirements and reflect Playtime's commitment to maintaining a safe, respectful and inclusive environment for all children.
- For detailed information regarding behaviour guidance strategies and expectations, refer to *Playtime's Guiding Children's Behaviour Policy and Procedure*

Mandatory Child Safe Training

- All persons with management or control, nominated supervisors, persons in day-to-day charge are required to complete approved child protection training course prior to commencing in this position.

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- Mandatory National Child Safety Training (Foundation training modules), available via GEKKO, will be complete by all current Playtime staff by 27th August 2026.
- During this transition period, any new staff will complete the Foundation Training Modules within 14 days of commencing employment.
- From 27th August 2026, all new recruitments will be required to complete Foundation Training Modules prior to employment.
- Staff will complete Mandatory National Child Safety Training (Foundation training modules) at minimum every 2 years.
- Staff are to provide the Nominated Supervisor with a copy of the Foundation Training Certificate. This will be uploaded to individual staff profiles via OWNA.

Awareness of Child Protection Law

- All nominated supervisors, staff members, volunteers or students who participates in the service will undergo a thorough induction on commencement and be informed on current child protection law and the obligations that the person has under that law.
- Approved providers must ensure staff members, nominated supervisors and volunteers have an understanding of this and have met this obligation by being able to clearly explain:
 - their obligations as a mandatory reporter
 - the circumstances which would require them to make a report
 - how to submit a report.
- Any changes to current child protection law, all relevant people will be informed on Playtimes communication platform "Microsoft **TEAMS**" and documents will be uploaded to OWNA.

Commented [CD2]: And OWNA message board (as it records staff acknowledgement)

Register for child protection concerns

- The *Register for Child Protection Concerns Template* on OWNA will be complete by the reporting staff member for any concerns of the safety and wellbeing of a child. This register is intended to support consistent documentation, monitoring, and appropriate follow-up of matters relating to the safety and wellbeing of children.

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- All concerns relating to a child's safety, wellbeing, suspected harm, inappropriate conduct, reportable conduct, disclosures or child protection matters must be documented promptly and accurately on the template.
- The approved provider, regional director and nominated supervisor has access to all completed register entries.

Records will include, where applicable:

- the date the concern was identified or reported
- a summary of the concern or incident
- the child and relevant persons involved
- actions taken, including immediate protective measures
- details of any reports made to external agencies or authorities, including report reference numbers
- follow-up actions, outcomes and review dates.

National Workforce Register

The National Workforce Register supports child safety and regulatory oversight by maintaining accurate records of individuals employed in education and care services. The Register enables regulatory authorities to monitor workforce movements across services, strengthen child protection measures, and ensure that relevant employment information is available to support compliance with the Children (Education and Care Services) National Law.

- The Approved Provider and Regional Director are responsible for ensuring that prescribed information relating to educators, staff members, volunteers and other relevant personnel is accurately maintained through the NQA ITS portal.
- The Approved Provider and Regional Director will enter the details of all new employees into the National Workforce Register within 14 days of commencing employment with Playtime and will update the Register within 14 days when an employee ceases employment with the service.
- The Centre Director is responsible for ensuring all relevant employee documentation, including qualifications, Working With Children Check details, training records and other required employment records, are uploaded and maintained within OWNA. The Centre Director will work with the Regional Director to ensure workforce records remain current, accurate and available to support compliance with National Law and National Regulations.

Working With Children Checks

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- Playtime will ensure that all staff members, volunteers, students, contractors and other persons over the age of 18 years who are engaged in child-related work hold a valid Working With Children Check (WWCC) as required by legislation. Individuals under 18 years of age are not required to hold a WWCC.
- Prior to commencement, Playtime Management will verify all required WWCC clearances through the appropriate government verification system and maintain records of verification. Management will also conduct verification checks on all current staff at least annually to ensure clearances remain valid.
- Any person over the age of 18 years who is required to hold a WWCC and is unable to provide a valid clearance, or whose clearance is expired, barred, cancelled or invalid, will not be permitted to commence or continue working at Playtime until a valid WWCC is obtained and verified.

Attendance Records

- Families are required to sign children in on arrival and sign children out on departure each day via the OWNA app, on the Ipad in the front foyer, to support accurate attendance records and ensure all children are accounted for at all times.
- Children's arrivals and departures must be recorded promptly and monitored against actual attendance.
- Educators will conduct regular head counts and visual checks to ensure all children are accounted for at all times.
- OWNA head counts will be completed and documented during all transitions between environments, including movement between rooms, indoor and outdoor spaces, excursions and routine changes.
- Educators will reconcile attendance records with physical head counts to identify and respond immediately to any discrepancies.
- Active supervision practices will be implemented to maintain awareness of each child's location, safety and wellbeing throughout the day.
- A final OWNA head count and attendance reconciliation will form part of the daily close checklist to confirm all children have been collected and no child remains onsite.
- Any attendance discrepancies or concerns regarding a child's whereabouts will be escalated immediately to leadership.

Child Protection Risk assessments

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- The implementation of an overarching Child Protection Risk Assessment will be created to proactively identify, assess, monitor and minimise risks that may impact the safety, wellbeing and rights of children across all aspects of the service's operations.
- The Child Protection Risk Assessment is created and reviewed at least annually, and whenever significant changes occur to the service, legislation, environment, staffing arrangements or identified child safety risks.

The Child Protection Risk Assessment will consider risks relating to:

- the physical environment, including supervision, visibility, access points and children's use of indoor and outdoor spaces
- educator, staff, volunteer, student and contractor interactions with children
- recruitment, induction, training and ongoing supervision of staff
- child safe culture, reporting practices and organisational governance
- excursions, regular outings, transportation and special events
- online environments, digital technologies, photography, videography and electronic communications
- visitors, volunteers and external service providers
- sleep and rest practices
- children's individual vulnerabilities, support needs and diverse backgrounds
- complaints, concerns, reportable conduct and child protection reporting processes.
- Identified risks will be documented within the service's Child Protection Risk Assessment and appropriate control measures implemented to eliminate or minimise risks wherever reasonably practicable. Control measures may include environmental modifications, enhanced supervision, policy and procedure updates, staff training, communication strategies, monitoring processes and continuous improvement actions.
- The outcomes of the Child Protection Risk Assessment will inform the Quality Improvement Plan, staff training and child-safe practices to ensure the ongoing protection, safety and wellbeing of all children attending the service.

Commented [CD3]: We have one for environments, online, rights and routines - just thinking aloud - we need a cultural one too

Physical Environment Safety

- Indoor and outdoor environments are designed, maintained and monitored to maximise children's safety, wellbeing and supervision.
- Effective supervision is maintained at all times, including during routines, transitions, excursions and outdoor play.
- Blind spots, hidden areas and isolated spaces are identified and minimised wherever possible.

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- Children are not authorised to be in staff designated areas such as the centre office, staffrooms, staff bathrooms, storerooms and sheds.
- Fencing, gates, doors and access points are secure and regularly monitored.
- Visitors are monitored, signed in and out, and only permitted access in accordance with service procedures.
- Children are only released to authorised persons.
- Daily, weekly and routine safety inspections are conducted using approved safety checklists to identify and address hazards, risks and maintenance requirements.
- Equipment, furniture, buildings and play spaces are regularly inspected, maintained and repaired to ensure they remain safe and fit for purpose.
- The physical environment is managed in accordance with current Kidsafe recommendations and recognised child injury prevention practices.
- Safe sleep and rest practices are implemented in line with current Red Nose guidelines and recommendations.
- Food preparation, storage, handling and serving practices comply with Playtime's Food Safety Plan and relevant food safety legislation.
- Toileting, nappy changing and personal care areas support children's privacy while allowing appropriate supervision.
- Risk assessments are conducted regularly and whenever changes occur to the environment, routines or activities.
- Emergency and evacuation procedures are clearly displayed, practised regularly (minimum 3 monthly) and understood by staff and children.
- The environment promotes children's sense of safety, inclusion, belonging and participation.
- Child-safe practices are considered when planning renovations, environmental changes and new learning spaces.
- Concerns relating to environmental safety, supervision or child protection risks are reported and addressed promptly.
- The physical environment supports children to seek help, express concerns and access trusted adults when needed.

Safe Use of Digital Technology and Online Environment

- Implement practices consistent with Playtime's Safe Use of Digital Technology and Online Environment Policy and Procedures
- Implement practices consistent with the National Model Code and Guidelines for Taking, Making, Using and Sharing Images and Videos of Children.
- Ensure photographs, videos and digital recordings of children are only taken, stored, used and shared on service approved devices.

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- Ensure children are appropriately supervised when using digital devices and accessing online content.
- Assess digital resources, applications, websites and online learning tools to ensure they are age-appropriate, safe and suitable for children.
- Provide guidance to educators and families regarding online safety, cyber safety and responsible digital engagement.
- Report and respond promptly to concerns involving inappropriate online conduct, privacy breaches, unauthorised image sharing or other online safety risks in accordance with *Playtime's Child Protection Reporting Policy*.

Wellbeing, Rights and Cultural Safety

- Children's rights, dignity and best interests are upheld in accordance with the principles of the United Nations Convention on the Rights of the Child and relevant legislation.
- All children are treated with respect, fairness and equity, and are supported to express their views, make choices and participate in decisions affecting them.
- Educators, staff and management act in accordance with the Early Childhood Australia Code of Ethics, demonstrating professional, respectful and child-centred practice at all times.
- Children's physical, emotional, social, cultural and psychological wellbeing is actively promoted through responsive relationships and supportive environments.
- Positive and respectful interactions support children to develop a strong sense of identity, belonging, confidence and self-worth.
- Children's voices are valued, listened to and responded to in ways that are developmentally appropriate and meaningful.
- Cultural safety is embedded throughout service operations, ensuring all children, families and staff feel respected, valued and safe to express their cultural identity.
- Aboriginal and Torres Strait Islander children are supported to maintain strong connections to family, community, culture and Country.
- The service implements practices consistent with the principles outlined in *Keeping Our Kids Safe: Cultural Safety and the National Principles for Child Safe Organisations*.
- Educators actively challenge discrimination, bias, stereotyping and exclusion, and promote inclusive practices that celebrate diversity.
- Children are supported to develop an understanding of their rights, personal safety, body autonomy and respectful relationships.
- The service provides opportunities for children to seek help, raise concerns and identify trusted adults who can support them.
- Staff recognise, respond to and report concerns relating to children's wellbeing, cultural safety, rights or protection in accordance with Playtime's Child Protection Reporting Policy.
- Family, cultural and community knowledge is respected and incorporated into decision-making, planning and service practices where appropriate.
- Policies, procedures and practices are regularly reviewed to ensure they continue to promote child wellbeing, participation, cultural safety and the rights of every child.

Commented [CD4]: I've added this

Commented [CD5R4]: Sources include code of ethics, UN Child rights, Keeping our kids safe guide

Commented [TH6R4]: please add sources to the policy document

Commented [CD7R4]: done

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- The service fosters an environment where every child experiences safety, inclusion, belonging, respect and genuine opportunities to thrive.

Roles and Responsibilities

Role	Responsibility
Approved Provider	- Ensure compliance with the Education and Care Services National Law and National Regulations. - Ensure policies and procedures are developed, maintained, regularly reviewed, and readily accessible to all staff. - Ensure policies and procedures promote equity, inclusion, cultural safety, and respect for diversity. - Ensure every reasonable precaution is taken to protect children from harm and hazards. - Ensure no child is subjected to corporal punishment, unreasonable discipline, inappropriate conduct, or any form of abuse. - Ensure robust recruitment, screening, reference checking, and onboarding processes that support a child-safe organisational culture. - Ensure all educators, staff, volunteers, and contractors hold and maintain valid Working with Children Checks (WWCC) where required. - Ensure child protection and child safety training requirements are met in accordance with legislative requirements. - Provide and maintain environments that are free from tobacco, illicit drugs, and alcohol. - Ensure systems are in place to support child-safe physical and online environments. - Ensure child-focused complaint management systems are implemented and maintained. - Ensure systems are in place to respond to allegations, concerns, or reports of harmful sexual behaviours. - Ensure confidentiality and privacy are maintained in accordance with applicable legislation. - Promote and resource a culture of child safety and wellbeing that underpins all service operations.
Role	Responsibility
Regional Director	Monitor service compliance with child safety legislation, National Law, National Regulations, and organisational policies.

Commented [JW8]: I think we should have roles and responsibilities also outlined for management. Its only AP and NS. But we have RP's and RD's and EL's and RL's and I feel we should show how we have higher responsibilities and hierarchy in place so it doesnt drop straight from AP to NS to Educator??

Commented [TH9R8]: Agree. Thoughts on this? Yes, chat GPT broke them all up and saved HOURS!

Commented [TH10R8]: This layout was based on ACECQA's guidance but I do agree for our organisational structure.

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	• Oversee recruitment and workforce management processes to ensure child-safe practices are consistently applied across services. • Verify WWCC compliance and maintain oversight of workforce screening requirements. • Ensure new employees and ceased employees are recorded on the National Workforce Register within required timeframes. • Monitor completion of mandatory child protection, child safety, and child-safe organisation training. • Support Nominated Supervisors to implement child-safe systems, risk management processes, and continuous improvement initiatives. • Review child safety incidents, complaints, and trends to identify opportunities for improvement. • Support services to implement recommendations arising from risk assessments, investigations, audits, and reviews. • Promote a strong organisational culture that prioritises children's safety, wellbeing, participation, and rights.
Role	Responsibility
Nominated Supervisor/ Centre Director	• Ensure all educators, staff, students, volunteers, and visitors understand and comply with this policy and associated procedures. • Ensure staffing arrangements and rosters meet legislative requirements and support effective supervision of children. • Ensure every reasonable precaution is taken to protect children from harm and hazards. • Implement and monitor systems to maintain current WWCC status for all relevant personnel. • Ensure all educators and staff complete required induction, child protection, and ongoing child safety training. • Regularly discuss child safety, mandatory reporting obligations, supervision, cultural safety, and child-safe practices at team meetings. • Ensure physical and online environment risk assessments are completed, reviewed, and updated at least annually. • Ensure child protection risk assessments are completed, reviewed, and updated at least annually • Ensure emergency management risk assessments are completed, reviewed, and updated at least annually • Develop and implement action plans arising from identified risks.

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	• Conduct performance and development discussions that include child safety expectations and responsibilities. • Implement child-focused complaint handling processes and ensure concerns are responded to promptly. • Ensure systems are in place to appropriately respond to harmful sexual behaviours. • Regularly review supervision practices and environmental scanning processes. • Ensure visitors are recorded and appropriately supervised while on the premises. • Ensure Risk Minimisation and Management Plans are established for children with medical conditions. • Work collaboratively with families and external professionals to support children's participation, inclusion, safety, and wellbeing. • Promote and model a culture of child safety and wellbeing. • Ensure confidentiality and privacy requirements are maintained
Role	Responsibility
Assistant Director	• Support the Nominated Supervisor in implementing and monitoring child-safe practices across the service. • Promote a culture of child safety, wellbeing, inclusion, and respect that is embedded in daily practice. • Assist with staff inductions and ensure educators understand their responsibilities under child protection and child safety legislation. • Monitor compliance with service policies, procedures, supervision practices, and educator-to-child ratios. • Support the completion, review, and implementation of risk assessments for physical and online environments. • Support educators and Room Leaders to identify, manage, and respond to child safety risks and concerns. • Respond appropriately to incidents, disclosures, complaints, and child safety concerns, escalating matters to the Nominated Supervisor when required. • Encourage children's participation and ensure children's voices are considered in decisions affecting their safety, wellbeing, and inclusion. • Maintain confidentiality and privacy in accordance with legislative and organisational requirements.

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	Contribute to continuous improvement processes, policy reviews, and reflective practice to strengthen child-safe systems.
Role	Responsibility
Responsible Person	- Ensure the service operates in accordance with this policy and all child safety requirements while responsible for the service. - Take reasonable steps to protect children from harm, hazards, abuse, neglect, and inappropriate conduct. - Maintain adequate supervision and educator-to-child ratios at all times. - Monitor the physical and online environment and address any identified child safety risks. - Respond appropriately to child safety concerns, disclosures, incidents, complaints, or allegations and report these to the Nominated Supervisor, Regional Director or Approved Provider as required. - Ensure visitors are recorded, monitored, and supervised while on the premises. - Support educators to implement child-safe practices, risk management strategies, and individual child plans. - Promote children's participation, agency, and inclusion in decisions that affect their safety and wellbeing. - Ensure confidentiality and privacy are maintained in accordance with legislative requirements. - Model and promote the service's culture of child safety and wellbeing.
Role	Responsibility
Educational Leader	- Lead critical reflection on child-safe practices, supervision, inclusion, and children's rights. - Guide educators in embedding child safety principles within educational programs and daily practice. - Support educators to recognise and respond to indicators of abuse, neglect, harm, and child safety concerns. - Promote children's participation and voice in decision-making processes. - Support educators to identify, assess, and minimise risks within learning environments and experiences. - Facilitate professional learning and reflective discussions relating to child safety, cultural safety, and wellbeing. - Ensure educational programs promote protective behaviours, agency, inclusion, and respectful relationships.

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	Contribute to policy review and continuous improvement from a child safety perspective.
Role	Responsibility
Room Leader	- Lead implementation of child-safe practices within the room environment. - Ensure room risk assessments, supervision plans, and safety checks are completed and regularly reviewed. - Support educators to understand and implement individual children's risk management plans and support strategies. - Monitor supervision practices and room environments to identify and address emerging risks. - Promote children's participation, agency, and inclusion within daily routines and experiences. - Mentor and support educators to implement child-safe practices and professional expectations. - Ensure room documentation and records are completed accurately. - Communicate child safety concerns promptly to the Nominated Supervisor. - Foster respectful partnerships with families and encourage collaborative decision-making.
Roles	Responsibilities
Educators	- Understand and comply with current child protection legislation, mandatory reporting obligations, and service policies. - Implement this Providing a Child Safe Environment Policy and associated procedures. - Maintain current approved child protection, first aid, CPR, asthma, and anaphylaxis training. - Know and implement individual children's risk minimisation and communication plans, medical management plans, and support strategies. - Ensure reasonable precautions and adequate supervision are maintained at all times. - Recognise and respond appropriately to signs of abuse, neglect, harm, and child safety concerns. - Support children to participate in decisions affecting their safety, wellbeing, and learning.

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	- Promote children's agency, inclusion, dignity, rights, and sense of belonging. - Build respectful, responsive, and equitable relationships with children and families. - Respect family expertise, culture, values, and beliefs. - Contribute to risk assessments, environmental reviews, and continuous improvement processes. - Maintain child-safe physical and online environments. - Ensure visitors are supervised and visitor records are maintained. - Support and implement the service's child-safe culture and practices. - Maintain confidentiality and privacy in accordance with legislation and organisational requirements.
Roles	Responsibilities
Families/ Carers/ Guardians	- Work collaboratively with the service to promote the safety, wellbeing, inclusion, and rights of all children. - Share relevant information with the service regarding their child's health, wellbeing, behaviour, development, and any identified risks that may impact their safety or participation. - Respect and support the service's child-safe policies, procedures, and expectations. - Raise any concerns regarding child safety, wellbeing, inappropriate conduct, or service practices promptly through the service's feedback and complaint processes. - Encourage and support their child to express their views, feelings, and concerns and participate in decisions that affect them. - Maintain respectful interactions with children, families, educators, and visitors and contribute to a safe, inclusive, and welcoming environment. - Comply with sign in/out procedures, visitor requirements, and any safety measures implemented by the service. - Work in partnership with educators and leadership to support positive outcomes for their child and the broader service community.

Commented [ES11]: We could add to the physical environment safety
"Environmental safety audits will specifically consider opportunities for grooming, isolation, hidden spaces and unauthorised access."
This reflects current Office of the Children's Guardian guidance around identifying abuse opportunities before incidents occur.
or does go under - Blind spots, hidden areas and isolated spaces are identified and minimised wherever possible.

Policy Name	Providing a Child Safe Environment Procedure			Policy Version	V2
Owner	Playtime Childcare Pty Ltd				
Policy published	May 2026	Last review date	April 2026	Next review date	April 2027



Commented [TH12R11]: It is covered under the blind spots, hidden areas..... without specifically noting grooming. However, I will add the unauthorised access into this sentence.

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Owner	Playtime Childcare Pty Ltd				
Policy published	May 2026	Last review date	April 2026	Next review date	April 2027