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Providing a Child Safe Environment Policy and Procedures

Rev	Date	Revision Details	By
A0	27/06/2022	Initial Draft	MP
A1	14.8.25	Prohibition of vaping in service environments Service environments must already be free from the use of tobacco, illicit drugs and alcohol. Reformatted document.	MP

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Policy Statement

Young Einstein Discovery Preschool is committed to providing a child safe environment where children are protected from harm, supported to thrive, and encouraged to develop positive relationships, resilience, and independence. Our educators act in accordance with the *Education and Care Services National Law and Regulations*, the *National Quality Standard (NQS)*, and Queensland child protection legislation.

Background

The Education and Care Services National Regulations require policies and procedures are in place for Providing a child safe environment to minimise risk of harm and hazard to children attending education and care services.

Legislative requirements

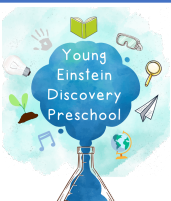
Section/Regulation	Description
Section 165	Offence to inadequately supervise children
Section 166	Offence to use inappropriate discipline
Section 167	Offence relating to protection of children from harm and hazards
Reg 82	Tobacco, drug and alcohol-free environment
Reg 84	Awareness of child protection law
Reg 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg 115	Premises designed to facilitate supervision

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Reg 122	Educators must be working directly with children to be included in ratios
Reg 123	Educator to child ratios - centre-based services
Reg 165	Record of visitor
Reg 166	Children not to be alone with visitors
Reg 167	Record of service's compliance
Reg 168	Education and care services must have policies and procedures
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures
Reg 175 (d)(e)	Prescribed information to be notified to Regulatory Authority

Related Policies

Document Name	Title
YEDP_Delivery and collection of children_Policy and Procedures	Delivery and collection of children
YEDP_Emergency and evacuation_Policy and Procedures	Emergency and evacuation
YEDP_Injury, incident, trauma and illness_Policy and Procedures	Injury, incident, trauma and illness
YEDP_Interactions with children_Policy and Procedures	Interactions with children

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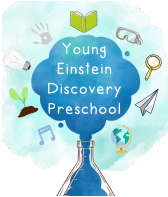
YEDP_Dealing with medical conditions in children_Policy and Procedures	Dealing with medical conditions in children
YEDP_Nutrition, food and beverages, dietary requirements_Policy and Procedures	Nutrition, food and beverages, dietary requirements
YEDP_Sun protection_Policy and Procedures	Sun protection
YEDP_Participation of volunteers and students_Policy and Procedures	Participation of volunteers and students
YEDP_Water safety, including safety during any water-based activities_Policy and Procedures	Water safety, including safety during any water-based activities
YEDP_Sleep and rest for children_Policy and Procedures	Sleep and rest for children
YEDP_Safe transportation of children_Policy and Procedures	Safe transportation of children
YEDP_Excursions_Policy and Procedures	Excursions

Purpose

To ensure that all children are provided with a safe, respectful, and supportive learning environment, with consistent procedures in place to protect their wellbeing and rights.

Scope

This policy applies to all children, families/guardians, staff, students, volunteers, and visitors of the Service.

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Procedures

Children's Wellbeing

- Children are encouraged to express their thoughts, opinions, and feelings in a safe and respectful way.
 - Experiences are planned to promote resilience, self-esteem, and independence.
 - The dignity and rights of every child are respected at all times.
 - Positive guidance and encouragement are provided to help children develop acceptable social behaviours.
 - Programming takes into account each child's family and cultural background, age, abilities, and stage of development.
 - All educators are *Mandatory Reporters* and must report any suspected harm, abuse, or neglect to relevant government authorities, following the Service's Child Protection procedures.
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Relationships

- Children are provided with opportunities to develop respectful and positive relationships with peers, educators, and volunteers.
 - Educators model empathy, kindness, fairness, and cooperation in all interactions.
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Behaviour Expectations

Our Service teaches and promotes:

- Good manners, respectful communication, honesty, fairness, care, and kindness.
- Independence, problem solving, negotiation, and understanding the purpose of rules.

Unacceptable behaviours:

include but are not limited to:

- Aggression or physical harm
- Bullying or harassment
- Non-compliance with safety directions
- Damage to equipment or property
- Discriminatory language (race, culture, gender, sexual orientation, disability)
- Verbal abuse or swearing

Response to unsafe behaviour:

1. Educators will work with children and families to address concerns through a Behaviour Management Plan and/or Risk Management Plan.
2. If a child's behaviour presents immediate danger to themselves or others, trained educators may use safe restraint techniques as a last resort. Parents/guardians will be contacted immediately, and the incident will be documented.

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3. Where ongoing high-risk behaviour jeopardises the safety of others, the Service reserves the right to suspend or terminate enrolment.

Safe Environment

- All furniture and equipment are maintained in safe, clean, and good repair.
- Hazards are recorded on daily and monthly safety checklists, with prompt maintenance undertaken.
- Outdoor areas are fully fenced and secure.
- Glass below 0.75m from floor level is fitted with safety film to prevent shattering.
- Risk Management Plans are in place to ensure centre environments are child safe.
- The Service Prohibits the use of vape devices and substances, tobacco, illicit drugs and alcohol.
- All visitors are required to log in and out using the Xplor App on every occasion they enter or leave the preschool premises. This ensures accurate record-keeping, supports child safety, and allows the Service to monitor and manage access at all times
- Chemicals are stored securely behind locked doors, recorded on the Material Safety Data Sheet (MSDS) register, and kept out of children's reach.
- Compliance with National Laws and Regulations is verified through regular inspections by the Regulatory Authority.

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Incident, Injury Trauma and Illness Prevention

- Children are supervised at all times; no child is ever left unattended. The preschool environment is designed to optimise supervision (e.g., two-way bathroom doors, open plan layout, viewing panels).
- Educator-to-child ratios are maintained at all times.
- Activities are risk-assessed, and unsafe activities are modified or ceased immediately.
- Safe food handling practices are followed to minimise the risk of illness.
- Enhanced cleaning and infection control measures are implemented when a child becomes unwell.

Review

This policy will be reviewed biannually or as needed in consultation with staff, families, and in line with updated health advice or changes in legislation.

All service users are expected to comply with our policies and procedures.

Parents, carers, and staff can access the most up-to-date versions at yedp.com.au. When a new policy or procedure is introduced or an existing one is amended, we will provide a minimum of 14 days' notice to all families and staff. Our policies and procedures are regularly reviewed, monitored,

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and updated to ensure they remain current, relevant, and effective in supporting best practice.

Rolls And Responsibilities

Approved Provider	• ensure that obligations under the Education and Care Services National Law and National Regulations are met • ensure that the Providing a child safe environment policy and procedures are implemented, the appropriate risk assessments and action plans are completed, and all identified actions are taken to minimise the risks to children's health and safety (also known as a risk minimisation plan) • ensure all educators and staff have undertaken current child protection legislation training, including for the Mandatory Reporting requirement and obligations in their state/territory. If not, develop a plan to ensure training is undertaken in a suitable time frame • provide an environment that is free from the use of tobacco, illicit drugs and alcohol and ensure no educators or staff are affected by alcohol or drugs (including prescription medication) so as to impair their
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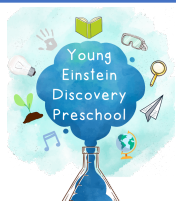


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	capacity to supervise or provide education and care to children in the service • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures • ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection • notify families at least 14 days before changing the policy or procedures if the changes will: - affect the fees charged or the way they are collected or - significantly impact the service's education and care of children or - significantly impact the family's ability to utilise the service
Nominated Supervisor	• implement the <i>Providing a child safe environment policy and procedures</i> and ensure that any plans developed from risk assessments are in place for individual children and are carried out • ensure all educators and staff are aware of current child protection legislation, including the Mandatory Reporting requirement and obligations in their state/ territory • meeting staff to child ratios to ensure adequate supervision • ensure all educators and staff know where to access the Providing a child safe environment policy and procedures • maintain ongoing communication with educators and staff about their responsibilities and any changes to policies, procedures and legislation



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	- regularly monitor child protection training schedules and ensure all educators and staff are up-to-date with their training - when required, work collaboratively with appropriate services and/or professionals to support children's access, inclusion and participation in the program - ensure the safety and wellbeing of children attending the service by keeping a visitors' record, including signatures and arrival/departure times
Educators and staff	- be aware of current child protection legislation, including the Mandatory Reporting requirement and obligations - implement the Providing a child safe environment policy and procedures and ensure that any action plans for individual children are carried out - know the individual needs and action plans for the children - maintain current accredited Child Protection, First Aid and approved CPR, Asthma and Anaphylaxis training - monitor and maintain staff to child ratios to ensure adequate supervision of children - provide an environment that is free from the use of tobacco, illicit drugs and alcohol (FDC educator) - keep a visitors' record, including signatures and arrival and departure times (mandatory requirement for FDC educators)
Families	be familiar with the Providing a child safe environment policy and procedures