

Commitment

C&K is committed to providing safe and healthy learning environments for children. Safe, protective and healthy environments are fundamental to every child having the opportunity to learn and grow to their full potential. C&K acknowledges that protecting children's health, safety and wellbeing is everyone's responsibility. Children's health, safety and wellbeing is integral to all decision-making and embedded in organisational leadership, governance and culture.

Responsibilities

C&K will:

- Implement procedures to effectively manage incidents and emergencies that are regularly rehearsed and reviewed.
- Undertake onsite centre/site visits to monitor and provide appropriate direction to employees relating to children's health and safety.
- Work collaboratively with statutory authorities and family support agencies
- When required, seek advice from recognised child health and safety bodies/organisations.
- Regularly review this policy, C&K child health and safety procedures and support resources to ensure they reflect current legislative requirements and best practice guidelines.
- Implement monitoring processes and maintenance schedules to maintain centre buildings, playgrounds and equipment.
- Ensure playgrounds and equipment are fit for purpose and when applicable, meet Australian Safety Standards.
- Facilitate professional development opportunities to support employee understanding of children's health and safety.

Employees will:

- Meet their professional, legal and ethical obligations to protect children as outlined in this policy, [Code of Conduct](#) and [Child Safety and Protection Policy](#)
- Maintain a 'positive current working with children' check and other licences and qualifications for their position.
- Undergo a National Police Criminal Check upon recruitment or when required by C&K.
- Access relevant C&K information and participate in professional development opportunities to maintain and broaden knowledge of children's health and safety.
- Consistently comply with [Education and Care Services National Law and Regulations](#).
- Promptly raise and escalate health and safety concerns to their centre Director/Manager/Committee.
- Work collaboratively with families to support children's health and safety.
- Support and monitor co-worker understanding of and ability to implement C&K health and safety procedures.

Teachers and educators will:

- Ensure children's health, safety and wellbeing is integral to all centre decision-making and embedded in centre leadership, governance and team culture.
- Identify, analyse, document and manage hazards and implement effective risk mitigating strategies.
- Complete scheduled indoor and outdoor safety checks as outlined in the C&K procedures.
- Promptly complete maintenance requests as required.
- Immediately report and document child incidents as outlined in [Child Centre Incident Reporting Procedure – Branch/Affiliate](#).
- Undertake incident reviews when significant child health and safety incidents occur and when requested by C&K/Committee management. As required, implement changes and initiatives to improve child health and safety.
- Only release children to custodial parents/guardians and authorised persons.
- Appropriately induct all educators, centre visitors, students and volunteers to ensure their knowledge of C&K child health and safety procedures relevant to their centre visit or role.
- Interact with children in a warm, positive and respectful manner as outlined in the [Interactions with Children Procedure](#).
- Never implement any form of inappropriate discipline to children as detailed in [Children's Behaviour Procedure](#).
- Minimise the transmission of illness through effective hand-hygiene, exclusion of ill children and staff, effective environmental cleaning and promotion of immunisation and health programs as outlined in C&K health procedures and [Staying healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services](#).
- Administer and store medication as per [Administration of Medication Procedure](#).
- Provide culturally safe and inclusive programs for children.
- Safely support the inclusion of children with medical conditions as per [Medical Condition Procedure](#).
- Implement adequate health, hygiene and safe food practices.

- Consistently implement Red Nose Safe Sleeping Practices as outlined in the Child/Infant Safe Sleep and Rest Procedures to provide a safe and responsive sleep/rest environment for individual children.
- Implement daily sun safety strategies as per Cancer Council guidelines as outline in the Sun Safety Procedure.
- Keep dangerous chemicals, materials or equipment inaccessible to children as outlined in C&K procedure including Button Battery, Chemical Management and Cleaning Procedures.
- Set-up and use children equipment as per product instructions, Kidsafe recommendations and Outdoor Learning Environment Safety Procedure.
- Adequately supervise children at all times as outlined in Supervision Procedure and centre supervision plan.
- Supervise children and activate online controls and safe search settings when children are interacting with online technology as outlined in Children's eSafety Procedure - Branch/Affiliate
- Regularly practice and evaluate centre emergency protocols as per Emergency Management Procedure.
- Implement risk mitigating strategies as outlined in C&K procedures for excursions and when children travel on regular transport. Always Look Before You Lock.
- Listen and support children to ask for help, speak up, share their concerns, and make complaints when they are unhappy, feel unsafe or disrespected. Children have the right to share their feedback, concerns and complaints on issues that affect them. Listen, take children seriously and respond in a sensitive and timely manner.
- Support and encourage children to share their concerns and involve them in decisions regarding their health, safety, and wellbeing. Seek and consider children's ideas to improve centre safety.
- Support children's understanding of their (and other's) health and safety by regularly incorporating concepts into the curriculum.
- Regularly provide families with relevant child health and safety information and support them in their parenting role.

Legislative Requirements for providing a child safe environment

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, drugs, and alcohol-free environment
Reg 83	Staff members not to be affected by alcohol or drugs
Reg 85	Incident, injury, trauma and illness policies and procedures
Reg 86	Notifications to parents of incident, injury, trauma and illness
Reg 88	Infectious diseases
Reg 90	Medical conditions policy
Reg 93	Administration of medication
Reg 103	Premises, furniture, and equipment to be safe, clean and in good repair
Reg 115	Premises designed to facilitate supervision
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 visitor
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