

Your child's health, safety and wellbeing



We acknowledge that a child safe environment takes a preventative, proactive and participatory stance on child protection issues. (Choose with care, ChildWise 2003).

ECMS staff are required to protect children from any harm and hazards, and to adequately supervise children at all times. As an organisation, we recognise that child safety is everyone's responsibility.

Our policies cover all aspects of children's health, safety and wellbeing. These are available on our website at www.ecms.org.au/policies and at your child's centre.

The key policies include:

- **Child Safe Policy and Procedure**
- **Child Safe Environment Policy and Procedure**
- **Supervision of Children Policy and Procedure**

The Child Safe Standards

All ECMS early learning and care services uphold the Child Safe Standards, introduced by the Victorian Government in January 2016.

Our commitment statement

We hold children's safety and wellbeing central to all our work in practice, recruitment, professional development, advocacy and policy work.

In line with the United Nations Convention on the

Rights of the Child, we fully endorse the rights of all children to participate, have a purpose, be protected and ensure that prevention from risk and harm is paramount in all we do.

We have a duty of care to ensure children in our centres are happy, safe and well and are empowered to have a voice.

We are committed to the wellbeing of all children, families, staff, volunteers and partners in delivering high-quality early childhood education and care.

We fully acknowledge our social, moral and legal obligations to ensure that all children, families and staff are protected and have opportunities to flourish in line with our vision, mission and values.

We are committed to:

- empowering children: ECMS recognises that children have a voice and are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say
- ensuring that the health, safety and wellbeing of children in our care is protected at all times in the pursuit of promoting their learning, development and wellbeing



- upholding the rights of all children to feel safe, and be safe, at all times
- promoting a culture of inclusion as a principle for all children including Aboriginal children, children at risk, children from culturally or linguistically diverse backgrounds and children with additional needs
- encouraging active partnerships with parents/guardians and families and ensuring that best practice is based on a family-centred approach with shared outcomes for children's learning, health, safety, wellbeing and development
- fulfilling our duty of care obligations under the law by protecting children from any reasonable, foreseeable risk of injury or harm
- ensuring the people caring for children in our organisation act in the best interests of the child and take all reasonable steps to ensure the child's safety and wellbeing at all times
- promoting prevention of child abuse by identifying potential risks early in the pathway of emerging risk and acting
- embedding child safety and protective behaviours learning into the curriculum to empower children
- taking all concerns, allegations and indications seriously by responding robustly and consistently in line with ECMS' Organisational Policies and Procedures
- notifying DHHS regarding any concerns on the safety and wellbeing of a child
- reviewing and monitoring all ECMS systems and processes annually to ensure they meet requirements to uphold child safety
- implementing a robust child safe recruitment process in line with the child safe organisation indicators when employing staff and volunteers
- ensuring that the Child Safety Standards are mandatory professional development requirements for ALL staff employed by ECMS.

Building and playground safety

Your child's educators will conduct daily safety inspections of all learning environments. Educators will remove any hazards or make them inaccessible to children, and report these to management/local council for further action. The Australian Standards for Playgrounds are used to guide all outdoor equipment purchases.

For more information, please refer to our Building & Safety Checks and Maintenance of Buildings Policy. You will find this at www.ecms.org.au/policies

Emergency procedures and equipment

Fully maintained fire extinguishers and first aid kits are available at your child's centre. You will find an emergency evacuation procedure displayed in the foyer.

Each term educators will practice the emergency evacuation with the children. If there is an emergency evacuation, educators will follow the outlined procedures. You will be contacted as soon as possible to collect your child.

If the Department of Education and Training identifies your child's centre as a bushfire-at-risk service, the centre will need to close on Code Red Days. For further information, speak with an educator at your child's centre..

For more information, please refer to the Emergency Management Plans Policy. You will find this at www.ecms.org.au/policies

Sun safety

Our duty of care extends to ensuring children, educators and visitors are protected from ultraviolet radiation from the sun. A combination of suncare measures will be implemented for outdoor play from 1 September until 30 April or whenever the UV index is three or above. Please remember to pack your child's hat and apply sunscreen during this time.

For more information, please refer to the Sun Smart Policy. You will find this at www.ecms.org.au/policies

Visitor's book

All visitors must sign in and out of the visitor's book at your child's centre. This is a regulatory requirement and is necessary for keeping children, parents and educators safe. The visitor's book also provides a record of visitors at the centre in the event of an emergency evacuation.

Absences

In the interest of safety, please contact educators via phone or email if your child is unable to attend kindergarten or early learning on their regular days due to holidays, sickness or other reasons.

Collection and access

To protect your child's safety, only the people authorised on your child's enrolment form can collect your child from kindergarten or their early learning centre. A late payment fee will be incurred if children are collected after the centre has closed.

For more information, please refer to Delivery and Collection of Children Policy. You will find this at www.ecms.org.au/policies

Medication

Administering medication to children at their parents' request requires attention to detail, meticulous record keeping, teamwork, strict adherence to policies and procedures and communication with children and families.

Medication (including prescription, over-the-counter and homoeopathic medications) will not be administered to a child without authorisation by a parent or person with authority to consent to the administration of medical attention to the child.

Illness and infectious disease

Your child's centre will follow legislated procedures to promote children's health and minimise the spread of infection.

If your child has the following symptoms or illnesses, please keep them at home until they are completely well:

- high temperature (38°C or above)
- vomiting (if less than 24 hours since the last episode)
- loose bowel motions (if less than 24 hours since the last episode)
- rashes – any irritation that cannot be identified
- red, swollen or discharging eyes
- if your child seems sick without obvious symptoms. For example, they are unusually tired, irritable, lethargic, not eating or drinking.

A list of all infectious diseases in the Children's Service Centre's exclusion table is available at <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines>. This list also covers minimum exclusion periods.

If your child develops any of these symptoms or illnesses while at their centre, they will need to be collected. Educators will ensure your child is comfortable and observed until this time. Details of your child's illness will be written in the Illness Record, which you will need to read and sign.

Please inform educators as soon as possible if your child is diagnosed with an infectious illness. Educators will need to alert all families at the service. Your confidentiality will be respected at all times.

For more information, please refer to our Dealing with Infectious Diseases Policy. You will find this at www.ecms.org.au/policies

Immunisation

In January 2016, the Australian Government introduced "No Jab, No Play" legislation. Your

child must be fully vaccinated for their age to attend any early learning and care service.

Please complete your child's immunisation details on their enrolment form and provide a current immunisation history statement, approved catch-up schedule or medical exemption form as soon as possible.

If your child is not vaccinated, our educators will support you through the process outlined in the No Jab, No Play toolkit but your child will not be able to attend early learning until their records meet the requirements of the law. For more information, please review ECMS' Immunisation Policy at www.ecms.org.au/policies

For more information, please speak to your child's educator.

Health conditions

Please speak to educators if your child has a medical condition that requires treatment. Educators will work with you to develop a plan that ensures your child can participate in all aspects of the program.

This will include developing:

- a Medical Management Plan
- a Risk Minimisation Plan
- a Communication Plan
- an understanding of how to keep your child well
- an understanding of the signs and symptoms of your child's medical condition and their attention or treatment needs
- a strategy for responding if your child shows any signs or symptoms.

For more information, please refer to our Dealing with Medical Conditions Policy. You will find this at www.ecms.org.au/policies

Accidents and injuries

All educators hold current first aid qualifications and will follow specific procedures if your child is injured. You will need to sign an authority for educators to seek emergency medical or ambulance assistance if necessary.

Minor incidents

If your child is involved in a minor incident (e.g. tripping over), educators will comfort your child, assess their condition, apply basic first aid and monitor their wellbeing. Educators will record details of the incident in the Accident and Injury Book and discuss it with you at pickup time. You will need to read and sign the accident record. Please inform the educator if your child's condition changes or if you seek medical advice.

Accidents

If your child is involved in a more serious accident (e.g. bumping their head), educators will comfort your child, assess their condition, administer first aid as required and monitor their wellbeing. Educators will contact you by phone to inform you of the accident. You may need to collect your child and seek medical advice. Educators will record details of the accident in the Accident and Injury Book. Educators will discuss the accident with you when you collect your child. You will also need to read and sign the accident record.

For more information, please refer to our Incident, Injury, Trauma, Illness Policy. You will find this at www.ecms.org.au/policies

Medical emergencies

If your child is involved in a medical emergency, educators will administer first aid as required, call emergency services and contact you. Educators will endeavour to keep you informed of all actions until you are with your child. You will be

responsible for any medical costs (including all ambulance costs) associated with your child's accident or injury.

Child protection

Our educators, employees and volunteers have a duty of care to protect children from any form of abuse, a risk of abuse, and neglect.

Educators will contact Child FIRST or report to Child Protection when there are reasonable grounds to believe a child has, or is likely to suffer significant harm or the child's safety and wellbeing is at risk.

For more information, please refer to our Child Safe Policy and Procedure. You will find this at www.ecms.org.au/policies

