

## Child Safe Environment Policy

### Purpose

This policy should be read in conjunction with the Child Safe Policy and the ECMS Child Safety and Compliance: Reportable Matters Handbook. It provides a clear set of guidelines and procedures to ensure:

- all children attending ECMS services are provided with a safe environment
- all reasonable steps are taken by the Approved Provider, educators and staff to ensure the health, safety and wellbeing of children attending the service. All children attending an ECMS service are provided with a safe environment

### Principle

ECMS, as an approved provider, has a legal and moral responsibility to ensure that all children are safe in their care, and will provide training, resources, information and guidance to support this. ECMS is committed to:

- Ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development
- Fulfilling its duty of care obligations under the law by protecting children from any reasonable, foreseeable risk of injury or harm
- Ensuring that people caring for children at the service act in the best interests of the child, and take all reasonable steps to ensure the child's safety and wellbeing at all times
- Fulfilling its legal obligations to report all allegations and incidents of abuse, neglect and misconduct to the appropriate authorities
- Supporting the rights of all children to feel safe, and be safe, at all times
- Developing and maintaining a culture in which children feel valued, respected and cared for
- Encouraging active participation from parents/guardians and families at the service, and ensuring that best practice is based on a partnership approach and shared responsibility for children's health, safety, wellbeing and development
- Promoting children's development and wellbeing.

### Scope

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of ECMS services, including during offsite excursions and activities.

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## Roles & responsibilities

Director, Early Childhood Education	Accountable for: <ul style="list-style-type: none"> <li>Ensuring implementation and compliance with this policy and procedure</li> </ul>
Area Managers	Responsible: <ul style="list-style-type: none"> <li>Ensuring implementation and compliance with this policy and procedure</li> <li>Undertake the responsibilities as outlined in the policy and procedure</li> </ul>
Nominated Supervisors & Centre Directors	Responsible: <ul style="list-style-type: none"> <li>Ensuring implementation and compliance with this policy and procedure</li> <li>Undertake the responsibilities as outlined in the policy and procedure</li> </ul>
Educators (including students and volunteers)	Responsible: <ul style="list-style-type: none"> <li>Undertake the responsibilities as outlined in the policy and procedure</li> </ul>

Relevant Legislation	<p><i>Children, Youth and Families Act 2005 (Vic)</i>  <i>Child Wellbeing and Safety Act 2005 (Vic)</i>  <i>Charter of Human Rights and Responsibilities Act 2006 (Vic)</i>  <i>Education and Care Services National Law Act 2010 (Vic): Sections 165, 166, 167</i>  <i>Education and Care Services National Regulations 2011 (Vic): Regulations 84, 85, 86, 99, 100, 101, 102, 168(2)(h)</i>  <i>Education Training and Reform Act 2006 (Vic)</i>  <i>Occupational Health and Safety Act 2004 (Vic)</i>  <i>Working with Children Act 2005 (Vic)</i>  <i>Working with Children Regulations 2006 (Vic)</i></p>
Relevant ECMS policy and procedure	<p>Acceptance and Refusal of Authorisations  Administration of First Aid  Medication  Anaphylaxis  Asthma  Child Safety  Child Safety and Compliance: Reportable Matters Handbook  Code of Conduct  Complaints  Dealing with Infectious Diseases  Dealing with Medical Conditions  Diabetes  Emergency and Evacuation  Enrolment  Orientation  Epilepsy  Excursions  Infection control  Incident, Injury, Trauma and Illness  Inclusion and Equity  Interactions with Children  Nutrition  Occupational Health and Safety  Volunteers and Students</p>

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	<p>Privacy and Confidentiality  Road Safety and Safe Transport  Staffing Arrangements  Sun Smart  Supervision of Children  Water Safety.</p>
Sources and Further Reading	<p><a href="http://www.dhs.vic.gov.au/for-service-providers/children,-youth-and-families/child-protection">www.dhs.vic.gov.au/for-service-providers/children,-youth-and-families/child-protection</a>  A step-by-step guide to making a report to Child Protection or Child FIRST  Child FIRST fact sheet  Providing support to vulnerable children and their families: Information sharing authorised by the Children, Youth and Families Act 2005  Charter of Human Rights and Responsibilities Act 2006 (Vic)available at: <a href="http://www.legislation.vic.gov.au/">http://www.legislation.vic.gov.au/</a>  Owens, Angela (2012) Health Safety and Wellbeing. Early Childhood Australia, National Quality Standard Professional Learning Program, e-Newsletter no. 29, 2012.  The United Nations Convention on the Rights of the Child: <a href="http://www.unicef.org/crc">www.unicef.org/crc</a></p>
Related to NQS Q.A	2.3, 5.1, 5.2, 6.2, 6.3, 7.1.2, 7.5.1, 7.3

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