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		EASTWOOD HEIGHTS OOSH POLICY		
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Written By Nominated Supervisor	Reviewed By EHOOSH Management committee	Approved By EHOOSH Management committee	Supersedes Version 1.1	Effective Date 1.7.2020

Eastwood Heights OOSH

Providing a Child Safe Environment


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1.0	November 2018	Endorsed by OOSH executive committee
1.1	May 2020	Review and evaluation
1.2	1.7.2021	Endorsed by OOSH executive committee
2.0		

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1. POLICY STATEMENT

Eastwood Heights OOSH has a moral and legal responsibility to ensure that the rights and best interests of the child are paramount and that we will provide training, resources, information and guidance to support this in order to:

- Ensure that the health, safety and wellbeing of children at the service is protected at all times
- Ensure that people educating and caring for children at the service act in the best interests of the child
- Protect and advocate the rights of all children to feel safe, and be safe, at all times
- Maintaining a culture in which children's rights are respected
- Encouraging active participation from families at the service, supporting a partnership approach and shared responsibility for children's health, safety, wellbeing and development

All children have the right to experience quality education and care in an environment that promotes opportunities to thrive with adults who safeguard and advocate for their health, safety, security and wellbeing including the right to


- Be asked to express their views and wishes about matters affecting their lives and to have those views appropriately considered by adults
- Feel and be safe in their interactions with adults and other children and young people

2. PROCEDURES

2.1 The Physical Environment

In order to promote a safe physical environment we will:

- Liaise and work with the school regarding environmental infrastructure of the school buildings, grounds and storage areas
- Ensure all equipment and materials used at the service meet relevant safety standards
- Remove, repair or replace worn and damaged structures, equipment and resources which may provide a safety risk for children in a timely manner
- Ensure learning environments are established that provide appropriate child groupings, sufficient space, and include carefully chosen and well-maintained resources and equipment
- Organise indoor and outdoor spaces to ensure risks to the health and safety are minimised
- Regular safety checks maintain basic standards of safety within our Service. Educators will complete safety checklists before each session commences to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child
- Conduct a risk assessment of the service environment on a quarterly, or more frequently as the need arises, basis to determine any risks to children's health and safety
- Analyse and evaluate the risks associated with identified hazards
- Determine appropriate ways to eliminate or control identified hazards
- Review risk assessments after any serious incident report is made to the Regulatory Authority
- Reduce the risk of harm to children and educators by using eco-friendly products. Necessary chemical and hazardous equipment are safely stored away from children and handled appropriately. This is consistent with our Hazardous Materials Policy. Safety Data Sheets relevant to any hazardous chemical are easily accessible from the main computer.

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2.2 Staffing and Supervision

Consistent with our Supervision Policy (Number QA2/3) we will:

- Ensure that sufficient numbers of educators are employed to ensure adequate supervision of children at all times
- Manage rosters to not only ensure that adequate numbers of educators are on duty to meet ratio, (National Regulation 123) but that duty of care implications are considered to ensure adequate supervision at all times
- Ensure screening (including WWCC) and suitability of staff, incursion/excursion providers and volunteers as per the legislation and policy at the time of employment and as part of an ongoing process

2.3 Child Protection

Consistent with our Child Protection Policy (QA2/2)

All staff at our service are Mandatory Reporters and are required to report to the Child Protection Helpline. The Mandatory Reporter Guide will be used to guide decision making and determine whether or not to report to the Child Protection Helpline under the risk of significant harm reporting threshold.


Staff will undertake training in order to effectively:

- Make appropriate responses to all disclosures of abuse and any allegation of abuse against staff members of the service
- Understand the responsibilities and processes as a mandatory reporter
- Be able to recognise the factors that increase a child's vulnerability to maltreatment

2.4 Collection of Children


Consistent with our Delivery and Collection of Children Policy (QA7/3) we will:

Ensure that our Educators and staff have a clear understanding of their legal obligation to check identification of an unfamiliar person who is collecting a child. To maintain compliance, parents will advise the Service in writing when they authorise a person who is not on their emergency contact form to pick up their child.

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2.5 Roles and Responsibilities

Roles	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> • Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the collection of children • Ensure all staff have access to relevant professional development consistent with the Child Protection Policy (QA2/2) • Ensure that the Nominated Supervisor and staff members at the service who work with children are advised of current child protection legislation, its application, and any obligations that they may have under that law (Regulation 84) • Maintaining confidentiality at all times
Nominated Supervisor	<ul style="list-style-type: none"> • Provide all staff and educators working directly with children with access to the Mandatory Reporter Guide to assist them in their reporting • Provide all staff and educators working directly with children with access to the Child Wellbeing and Child Protection NSW Interagency Guidelines • Ensuring screening and suitability processes are maintained to meet policy and legislated requirements • Identifying and providing appropriate resources and training to assist staff, contractors, visitors, volunteers and students to implement this policy • Keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy • Cooperate with other services, the school and/or professionals in the best interests of children and their families • Ensure that families are made aware of support services available to them and of the assistance these services can provide • Ensure that all staff who work with children are supported to implement this policy in the service • Protect the rights of children and families, and encourage their participation in decision-making at the service • Maintaining confidentiality at all times
Responsible Person in charge	<p>Act in accordance with the obligations outlined in this policy</p> <ul style="list-style-type: none"> • Raise concerns when barriers or threats to the protection of children and young people's safety and wellbeing are identified, including through the conduct of other adults at the site/service • Keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy • Follow all record keeping requirements • Undertaking appropriate training and education on child protection • Identifying any potential for risk or harm to a child at the service and developing and implementing effective prevention strategies in consultation with the approved provider and the nominated supervisor • Co-operating with other services and/or professionals in the best interests of children and their families • Informing families of support services available to them (such as Families NSW), and of the assistance these services can provide • Ensuring that no child is left alone (or is out of sight) with an educator, contractor, visitor, volunteer, student or parent/guardian at the service • Implementing the procedures for reporting suspected child abuse

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	<ul style="list-style-type: none"> • Notifying the nominated supervisor or the approved provider immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at the service • Offering support to the child and their family, and to other and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at the service • Maintaining confidentiality at all times
Educators and support staff	<ul style="list-style-type: none"> • Undertaking appropriate training and education on child protection • Notifying the nominated supervisor or the RPIC immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at the service • Implementing the procedures for reporting suspected child abuse • Maintaining confidentiality at all times • Adhering to all service policies
Families	<p>Reading and complying with this policy</p> <ul style="list-style-type: none"> • Reporting any concerns, including in relation to potential for child abuse, to the Nominated Supervisor


3. REFERENCES

3.1 Statutory authority

- Education and Care Services National Law Act 2010 (Regulation 90, 90(1)(iv), 91,92,93,94,95,96,136,170)
- National Quality Area 2 (Standard 2.2) National Quality Area 3 (3.1,3.2) National Quality Area 7 (7.1,7.2)

3.2 Service policies

- Administration and storage of Medication Policy
- Administration of First aid Policy
- Child Protection Policy
- Coronavirus Policy
- Dealing with Infectious Diseases Policy
- Emergency Evacuation and Lockdown Policy
- Excursion Policy
- Food and Nutrition Policy
- Food Handling Policy
- Hazardous Materials Policy
- Incident, Injury, Trauma and Illness Policy
- Management of First aid Policy
- Medical Conditions and allergies Policy
- Sleep and Rest Policy
- Sun Protection Policy
- Supervision Policy
- Water Safety Policy

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3.3 Further references

- Australian Children’s Education and Care Quality Authority (ACECQA) –
- www.acecqa.gov.au
- Mandatory Reporter Guide & training including e-learning presentation –
- www.keepthemsafe.nsw.gov.au
- Working with Children Check – www.kidsguardian.nsw.gov.au/child-safeorganisations/working-with-children-check
- Become a Childsafe Organisation – www.kidsguardian.nsw.gov.au/child-safeorganisations/become-a-child-safe-organisation
- Childsafety Australia – www.childsafetyaustralia.com.au
- The Supporting young children’s rights: Statement of intent (2015-2018) –
- www.earlychildhoodaustralia.org.au
- Australian Human Rights Commission – www.humanrights.gov.au
- Australian Childhood Foundation – www.childhood.org.au
- Families NSW - www.facs.nsw.gov.au/providers/funded/programs/childrenand-family/families-nsw

3.4 Statutory authority

- Children and Young Persons (Care and Protection) Act 1998
- Education and Care Services National Law Act 2010 (Regulation 115, 120, 122, 151)
- United Nations Convention on the Rights of the Child 1989