



## Child Safe Environment

The Rumpus Room Children's Centre is a Child Safe Organisation.

### **Aims:**

To ensure the safety and well-being of children at all times.

To outline strategies to ensure The Rumpus Room remains a Child Safe Organisation.

To ensure that children's voices are heard and that they are included in decisions that affect their lives.

### **Implementation:**

Our policies and procedures address safety and other relevant issues for children and are regularly reviewed as part of our commitment to continuous improvement.

We value our relationships with families and their involvement in our Centre and we encourage the feedback, comments, praises, and complaints from families and children. Privacy and confidentiality is valued here and appropriate policies and practices are in place to protect privacy.

The children contribute to program development and the Centre is inclusive in its practices and policies.

Children are educated in issues of child safety and are encouraged to be actively involved in monitoring practices and peer teaching about safety issues within the service. Their right to privacy is acknowledged with regards to their care and communication.

The service will ensure that all parties affected by this policy are made aware of their roles and responsibilities.

This document covers the following areas

1. General Considerations to ensure a Child Safe Environment.
2. Child protection Risk Management Strategy ( Including Recruitment and Training and Responsibilities of each role in the Service)
3. Code of Conduct

### **General Conditions to ensure a Child Safe Environment**

**Child Safe Environment - Last Reviewed: 26th August 2022**



The Centre has been designed to provide a safe place for children to engage in learning opportunities and explore the adventurous outdoor environment while being actively engaged and supervised.

Educators support each other and relief staff to make decisions about when children's play needs to be interrupted and redirected and how to undertake active supervision.

Educators check the sign-in kiosk to ensure all children are signed in and out accordingly and keep account of group numbers throughout the day, especially at transition times. At the conclusion of the day, educators will inspect the premises to verify all children have been collected and sign accordingly.

Educators will refer to policies, hazard register, and additional risk assessment documents to ensure WH&S compliance and safety.

Procedures for emergencies will be practiced regularly. Full risk assessment procedures are followed to ensure successful excursions.

Educators will conduct regular playground checks to maintain the environment and equipment and minimise or remove any potential risks.

Educators and other staff will ensure only authorised persons collect children from the premises as indicated by the enrolment form and authority to collect form. Any unauthorised persons must provide photo identification and staff must have written permission from the child's parent/carer before the child leaves the premises.

A child must never be left unattended on a change table or mat. This includes staff moving to reach for supplies. A hand must be on the child at all times.

Infants must be buckled into highchairs if they are in a highchair for mealtimes.

Cot sides must be raised when children are in them.

Children must never be left unattended when eating-

Children must be within sight, or hearing, at all times including when using the bathroom and during rest times.

Students, volunteers, and visitors are not to be left alone with children and should **not** be given the sole responsibility for supervision at any time.



Educators must communicate effectively when they leave an area that requires ongoing supervision.

Educators must check the risk register for activities or complete a new risk assessment for any new activity that might pose a risk.

Educators should involve children in the development of safety procedures.

### **Recruitment and Training**

The Rumpus Room will ensure that children's safety is considered throughout the process of recruitment, selection, management, and training of all staff members to ensure that everyone working at the service is suitable.

All potential staff members will have references and WWCC checked, be provided with clear position descriptions, and undergo a thorough induction process which includes reviewing policies. Staff will also be subject to a probationary period and have regular staff appraisals. It will also ensure that where an existing WWC clearance is due to expire, a new application or clearance will be verified within 5 days of the expiry of the previous clearance.

The induction process is clear and additional training is provided in all aspects of the job as needed. Educators are required to have completed a Child Protection course prior to their employment or within their traineeship. Annual refresher courses will be offered through staff training within the Centre or online updates etc.

### **Children's Services Educators must:**

- Be aware of their obligations as per the Mandatory Reporter Guide which is available at - [www.keepthemsafe.nsw.gov.au](http://www.keepthemsafe.nsw.gov.au)
- Report to the Director or Responsible Person any situation where they suspect a child is at risk of significant harm within or outside of the Service.
- The Director or Responsible Person should follow the Mandatory Reporter Guide and report to the Child Protection Helpline if advised by MRG.
- It is imperative to remember that all employees, educators, carers, and licensees are mandatory reporters for the Department of Human Services. The service procedure dictates that reports regarding a child at risk will be made by the Director or Responsible Person. However, if this person fails to make a report you continue to be legally responsible to do so. It is the responsibility of the person that suspects child abuse to ensure a report is made.



- Promote the welfare, safety, and wellbeing of children at the service.
- Have an awareness of referral agencies for families where concerns of harm do not meet the significant harm threshold.
- Have qualifications in Child Protection prior to employment (except trainees who will complete their Child Protection training early in their Cert 111 course). An approved training course is CHCPRT001 Identify and Respond to Children and Young People at Risk or otherwise listed on the approved qualifications list through ACECQA.



## **Code of Conduct**

Our service upholds the following code of conduct in relation to employers, educators, volunteers, students, families and children:

### **For Employers:**

- We will ensure that all employees are:
  - Clear about their roles and responsibilities regarding child protection.
  - Aware of their obligations to immediately report suspected risk of significant harm to the Mandatory Reporter Guide and if advised, to the Child Protection Hotline.
  - Aware of the indicators when a child may be at risk of harm or significant harm.
- We will provide training and development for all employees in the recognition and reporting of abuse and harm.
- We will provide reporting procedures and professional standards for care and protection work.
- We will conduct a Working with Children Check for anyone that will be heavily involved with service operations.
- We will enable educators to have access to relevant acts, regulations, standards and other resources in order for them to complete their obligations.

### **For Educators:**

- I will report any situation where I suspect a child is at risk of significant harm to the Mandatory Reporter Guide and if advised, to the Child Protection Hotline.
- I will promote the welfare, safety and wellbeing of children at the service.
- I will make myself aware of referral agencies for families where concerns of harm do not meet the significant harm threshold.
- I will be aware of my obligations as per the Mandatory Reporter Guide.
- I will assist in supporting children and families when liaising with relevant government agencies.
- I will not drink alcohol during operational hours or use illicit substances while on the service's premises and I will not come to the service while under the influence of alcohol or illicit substances.
- I will not smoke on the service's premises.
- I will not show favouritism towards any child.
- I will refrain from developing close personal relationships with children out of the carer/child relationship.
- I will refrain from using abusive, derogatory or offensive language.

**Child Safe Environment - Last Reviewed: 26th August 2022**



- We will treat all children at the service equally and respectfully.
- We will report any suspicions to the most senior person on duty when at the service.
- We will respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background.
- We will respect the decision of employees and teach children to do likewise.
- We will focus on encouraging children's efforts and learning.
- We will support all efforts to remove any form of abuse in the service and encourage a safe and supportive service environment.
- We will not drink alcohol during operational hours or use illicit substances while on the service's premises and we will not come to the service while under the influence of alcohol or illicit substances.
- We will not smoke on the service's premises.

#### **For Children:**

- We will respect other children and adults at the service.
- We will cooperate and will follow our Classroom Rules.
- We will listen to our Educator's instructions and follow them.
- We will control our temper and talk to an Educator if we are feeling upset.
- We will have a say in what activities we are involved in.
- We will speak to an Educator if we are worried or concerned about something.
- We will not bully other children.
- We will tell an Educator if we see a child bullying another child.

#### **Education of Children about Protective Behaviours. We aim to teach children -**

- to recognise their feelings.
- to express their feelings both verbally and non-verbally.
- that they can choose to change the way they are feeling.
- that they have a right to feel safe at all times.
- to recognise the signs when they do not feel safe and when they need to be alert and think clearly.
- the difference between 'fun' scared that is the feeling of adventure and appropriate risk taking and 'dangerous' scared that is not ok.
- to use their own skills to feel safe.
- to understand some parts of their body (covered by their swimmers) are private.

**Child Safe Environment - Last Reviewed: 26th August 2022**



- that surprises can be good but children don't have to keep secret

**This policy links to:**

**Related Policies**

Confidentiality of Records and Record

Keeping Work Health and Safety

Death of a Child

Interactions with

Children Staff

Arrangements

Grievance Policy

**This policy and procedure links to:**

**National Quality Standard 2.3.4** Educators, co-ordinators and educators are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.

See Appendix 1 **National Law** (Section) and **National Regulations 84** Awareness of Child Protection Law

**Resources:**

**Employment) Act 1998 Education and Care Services National Regulations 2011 Early Years Learning Framew**





