



Title	Child Safe Environment
<b>Related Documentation</b>	Administering Medication Procedure Child Incident, Injury, Trauma and Illness Procedure Child Protection - Responding to and Reporting Risk of Abuse and Neglect Procedure Daily Indoor Safety Checklist Delivery and Collection of Children Procedure Emergency Plans Excursions Procedure Induction and Compulsory Training Authorised Statement Infectious Diseases Procedure Interactions With Children Procedure Interview Selection Committees Authorised Statement Medical Conditions Procedure Nutrition Procedure Outdoor Daily Safety Checklist Service Lock Up Checklist Sleep and Rest Procedure Sun Protection Procedure Supervision Procedure Transportation Procedure Volunteer and Student Placements Procedure Water Safety Procedure Working with Children Check Procedure for Visitors and Volunteers Workplace Induction Procedure
<b>Relevant Legislation</b>	Refer to Legislation, Standards and Guidance Material Reference Table
<b>Responsible Officer</b>	Manager Education and Care Services

**Uncontrolled when printed.**

**Definitions**

WWCC – Working With Children Check

**Objectives**

To ensure a safe environment is provided for all children in our Education and Care Services to foster a strong sense of health and wellbeing that maximises learning and development opportunities.

**Training and Competence**

Council is committed to staff receiving training relevant to the tasks/activities undertaken in this procedure. Training requirements will be reviewed at least annually as part of the performance appraisal program and recorded in Pulse. All training will be evaluated to ensure continuous improvement.

Competence of employees, including any contractors, labour hire employees or volunteers, will be assessed prior to their being expected to carry out the tasks associated with this procedure.

**Records Management**

All records related to this procedure are to be stored in IRIS (Intelligent Record Information System) in accordance with Council's Records Management Policy.

**DATA AND DOCUMENT CONTROL**

## Review and Evaluation

To maintain relevance and currency, this procedure will be reviewed on a two-yearly basis or as required due to changes in relevant legislation and codes of practice or changes to systems and processes.

The procedure will also be evaluated in consultation with employees at appropriately identified intervals to evaluate its effectiveness.

Regular review and evaluation is an opportunity to determine whether the procedure is fit for purpose and reflective of operational practice, and provide an opportunity to implement corrective measures or amend the procedure if required.

## Procedure

All children attending our Education and Care Services are provided with a safe environment. This includes both physical safety and psychological safety. The following considerations are key to maintaining these safe environments:

1. Recruitment, Selection, Training and Development of Staff
2. Interactions With Children
3. The Physical Environment
4. Responding to Incidents and Emergencies

## Recruitment, Selection, Training and Development of Staff

Education and Care Services follow Campbelltown City Council's recruitment and selection process to ensure all staff and educators working with children are suitably qualified, experienced and fit for the role they are appointed to. This includes obtaining a current, verified WWCC that is kept on the premises of the Education and Care Service at all times.

WWCCs are also verified for any visitor or student engaging in child related work in accordance with the [Working with Children Check Procedure for Visitors and Volunteers](#) procedure and [Volunteer and Student Placements](#) procedure.

All staff and educators complete a workplace induction upon commencement in accordance with Campbelltown City Council's [Induction and Compulsory Training Authorised Statement](#) and [Workplace Induction Procedure](#).

Staff and educators are informed of the child protection law during their workplace induction and complete compulsory child protection training regarding the application of this law. This knowledge of child protection, including the [Child Protection – Responding to and Reporting Risk of Abuse and Neglect](#) procedure, is refreshed at least annually.

## Interactions With Children

Education and Care Services maintain a psychologically safe environment by ensuring that respectful and equitable relationships are developed and maintained with each child attending our Education and Care Services in accordance with the [Interactions with Children Procedure](#).

## The Physical Environment

Education and Care Services premises, furniture and equipment in both the indoor and outdoor environments are designed and maintained in accordance with the Education and Care Services National Regulations. This includes ensuring that the environment is free from the use of tobacco, illicit drugs and alcohol. The following safety checklists are completed each day to ensure each service remains safe, clean and well maintained;

- [Daily Indoor Safety Checklist](#)
- [Outdoor Daily Safety Checklist](#)
- [Service Lock Up Checklist](#)

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### DATA AND DOCUMENT CONTROL

The following Education and Care Services procedures also contribute to maintaining a safe physical environment for children:

- [Administering Medication](#)
- [Infectious Diseases](#)
- [Delivery and Collection of Children](#)
- [Excursions](#)
- [Medical Conditions](#)
- [Nutrition](#)
- [Sleep and Rest](#)
- [Supervision](#)
- [Transportation](#)
- [Water Safety](#)

### **Responding to Incidents and Emergencies**

In the event that a child is injured, becomes ill or suffers a trauma while being cared for, Education and Care Services staff and educators follow the [Child Incident, Injury, Trauma and Illness Procedure](#). This procedure includes the responsibility of the staff or educator responding to the incident, injury trauma or illness, the Nominated Supervisor, the Coordinator and the Manager.

All of our Education and Care Services have an individualised Emergency Plan that outlines procedures for planning and responding to emergencies. The plans take into account the responsibilities of staff and educators and the actions required during an emergency, arrangements for evacuating, emergency preparedness and response information. These emergency procedures are rehearsed at least every three months.

Each Education and Care Service also has an individualised Risk Assessment for potential emergencies relevant to that site.

*This procedure is a requirement under the Education and Care Services National Regulations and should not be altered without permission from the Senior Leadership Team.*