CHILD SAFETY AND WELLBEING POLICY

Our Service is committed to ensuring the safety, wellbeing and best interests of all children and young people in every aspect of our operations. We uphold a zero tolerance for all forms of child abuse and neglect and are dedicated to implementing high-quality, child-safe practices that protect children from physical, sexual, emotional and psychological harm.

Our Service embeds the Victorian Child Safe Standards across leadership, governance and daily practice, fostering a culture in which child safety and wellbeing are actively promoted and risks of harm are identified, reduced and responded to promptly. We strive to create environments where children feel safe, secure, respected and have a strong sense of belonging.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is respected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children [commencing 2026]
S. 51	Conditions on service approval
S.162A	Child protection training

S. 162B	Child safety training [commencing 2026]
S.165	Offence to inadequately supervise children
S.166	Offence to use inappropriate discipline
S.166A	Offences relating to inappropriate conduct [commencing 2026]
S.167	Offence relating to protection of children from harm and hazards
Part 6A	Devices in education and care services
S 188	Offence to engage person to whom prohibition notice applies
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
103	Premises, furniture and equipment to be safe, clean and in good repair
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios- centre based services
136	First aid qualifications
145	Staff record
149	Volunteers and students
155	Interactions with children
168	Education and Care Service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedure
175	Prescribed information to be notified to Regulatory Authority
358	Working with children check to be read

OTHER RELEVANT LAWS

Failure to Disclose 2014 (Under Section 327 of the Crimes Act 1958 [Vic])	*Crimes Act 1958 (Vic)*
Failure to Protect 2015 (Under Section 327 of the Crimes Act 1958 [Vic])	*Family Law Act 1975 (Cth)*
Child Wellbeing and Safety Act 2005 (Vic)	*Family Violence Protection Act 2008 (Vic.)*
Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015	*The Charter of Human Rights and Responsibilities Act 2006 (Vic)*
Children, Youth and Families Act 2005 (Amended 2014) (Vic)	*Reportable Conduct Scheme*
Commission for Children and Young People Act 2012 (Amended 2014) (Vic)	*The Worker Screening Act 2020*

RELATED POLICIES AND PROCEDURES RELATED TO CHILD SAFETY AND WELLBEING

Additional Needs Policy Anti-Bias and Inclusion Policy Behaviour Guidance: Bullying Policy Bullying, Discrimination and Harassment Policy Child Information Sharing and Family Violence Reforms (The Reforms) Policy Child Protection Policy Code of Conduct Policy Dealing with Complaints Policy ECIP Management Policy Family Communication Policy Governance Policy Interactions with Children, Families and Staff Policy Multicultural Policy Physical Environment Policy Performance Management Policy	Privacy and Confidentiality Policy Probation, Induction and Orientation Policy Professional Development Policy Protected Disclosures (whistleblower) Policy Record Keeping and Retention Policy Recruitment Policy Reportable Conduct Scheme Policy (VIC) Respect for Children Policy Safe Use of Digital Technologies and Online Environments Policy Staffing Arrangements Policy Student, Volunteer and Visitor Policy Supervision Policy Tobacco Drug and Alcohol-Free Policy Writing Reviewing and Maintaining Policies Policy

PURPOSE

Our *Child Safety and Wellbeing Policy* will ensure the Service meets all obligations and requirements under the Child Wellbeing Safety Act 2005 (Vic). This policy will provide direction and guidance for all educators, staff and visitors (including students and volunteers) to comply with and adhere with the Education and Care Services National Law and Education and Care Services National Regulations and the Child Safe Standards to ensure the service places the safety, wellbeing and best interests of children as paramount in all operational decisions, actions and practices.

Our Child Safety and Wellbeing policy forms part of an integrated framework of child safety policies and procedures that together support a strong child safe culture within the Service and community.

SCOPE

This policy applies to families, staff, educators, Approved Provider, Nominated Supervisor, management, students, volunteers and visitors of the Service.

KEY TERMS - DEFINITIONS

Child/Children refers to both children and young people under the age of 18 years.

Child AbuseChild abuse is any act, omission or circumstance that harms, or places a child or young person at risk of harm, to their physical, sexual, emotional or psychological health, safety or development. Child abuse may occur as a single incident or as a pattern of behaviour over time.

Child Safe StandardsThe Child Safe Standards (the Standards) are a compulsory framework that support organisations to promote the safety of children, prevent, respond to and report allegations of child abuse and harm. There are 11 Child Safe Standards.

Code of Conduct Together with a code of ethics, the code of conduct helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards

Complaint Expression of dissatisfaction made to or about an organisation related to its products, services, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required. [AS/NZS 10002:2014 Complaint Management Standard]

Duty of Carerefers to your legal responsibility to adequately protect children in care from harm. This common law concept applies to all staff members within any Victorian early childhood service and is usually expressed as "*a duty to take reasonable steps to protect children from injury that is reasonably foreseeable.*" Victoria State Government (2021).

Definitions sourced from

ACECQA. (2023). Policy and procedure guidelines. *Providing a Child Safe Environment*.
Commission for Children and Young People- Child Protection Manual

IMPLEMENTATION

Our Service is committed to creating and maintaining an environment that promotes the safety of all children and embeds the Victorian Child Safe Standards. All educators, staff and volunteers are responsible

for promoting a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging.

Our service has a zero tolerance to any type of abuse against a child and endorse high quality practices in relation to protecting children. We adhere to our comprehensive Child Protection Policy, standing by our mandatory reporting responsibilities to protect children from physical, sexual, emotional and psychological abuse and neglect.

OUR COMMITMENT TO CHILD SAFETY AND WELLBEING STATEMENT

- LCIS is committed to and promotes the safety, happiness and empowerment of all children.
- LCIS is committed to the safety, participation, and empowerment of all children
- LCIS has risk management strategies that focus on preventing, identifying, and mitigating risks to children and young people
- LCIS has zero tolerance of child abuse. All allegations and safety concerns will be treated seriously and consistently with legislative requirements and LCIS policies and procedures.
- LCIS staff and volunteers have a legal and moral obligation to contact authorities when we are worried about a child's safety which we always follow.
- LCIS is committed to regularly training and educating our staff and volunteers on child abuse risks.

This statement is intended to empower children who are vital and active participants in our organisation. This statement should be published in a visible position on all websites and relevant organisational publications.

Our Service is committed to implementing and abiding by our *Child Safety and Wellbeing Policy* based on Child Safe Standards in Victoria (2022).

Our Service is committed to the safety and wellbeing of all children and young people. We understand our responsibilities and statutory duty of care to comply with both the Victorian Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

We are dedicated to protecting children from abuse and neglect and promote a child safe environment, maintaining children's wellbeing. We adhere to our comprehensive *Child Protection Policy*, standing by

our mandatory reporting responsibilities to protect children from physical, sexual, emotional and psychological abuse and neglect.

We work to ensure there is clear awareness between appropriate and inappropriate behaviour concerning adults and children. We require clear precincts between children and employees, volunteers and the community to maintain children's safety.

We are dedicated to promoting cultural safety for Aboriginal children, cultural safety for children from cultural and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- that obligations under the Education and Care Services National Law and Education and Care Services National Regulations are met and child's safety and wellbeing are prioritised at all times
- all educators, staff, students and volunteers have knowledge of and adhere to this policy, the Child Safe Standards and associated child safe policies and procedures
- families are aware of this *Child Safety and Wellbeing Policy* and procedure and are advised on how and where the policy can be accessed
- educators and staff are provided with training and ongoing supervision to promote a child safe culture and ensure they understand that *child safety is everyone's responsibility*, and they adhere to the Victorian Child Safe Standards
- regularly review and monitor child safe policies and procedures to maintain a culture of continuous improvement.

EDUCATORS WILL:

- ensure they adhere to this *Child Safety and Wellbeing Policy* and related child safe policies and procedures
- promote the welfare, safety, and wellbeing of children at the Service by creating and maintaining child safe environment and adhere to the Child Safe Standards (CSS)
- ensure no child is subject to inappropriate conduct or discipline
- understand their legal responsibilities to report any allegations or disclosures that a staff member or volunteer is engaging or has engaged in inappropriate conduct to notify the regulatory authority, approved provider and nominated supervisor within 24 hours.

CHILD SAFE STANDARDS

In Relation to Standard 1: *Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.*

We promote a respectful, child safe culture that establishes a culturally safe environment for Aboriginal children and young people, while supporting all children to feel safe, respected and empowered to raise concerns, express their views and participate in decisions that affect them.

Our Service will reflect and review our cultural practices to determine the Service's journey and stage of cultural competence. A

Through the identification and journey of establishing a culturally safe organisation, our Service will:

- promote cultural safety for Aboriginal children and respect the diverse identities, cultures and histories of Aboriginal and Torres Strait Islander peoples
- demonstrate commitment to reconciliation through initiatives such as developing a Reconciliation Action Plan (RAP) and engaging with Elders, Traditional Owners, families and local communities
- develop staff cultural competence by reflecting on current practices, attending professional development, and providing guidance to ensure zero tolerance of racism and bias
- incorporate Aboriginal and Torres Strait Islander perspectives into the Service through programs, Acknowledgement of Country, verbal and visual languages, and meaningful learning experiences for children
- foster inclusive practices by adhering to our *Anti-Bias and Inclusion* and *Respect for Children* policies, ensuring all children, families and staff are treated equitably, with dignity and respect
- encourage participation of Aboriginal and Torres Strait Islander communities in education and care services, and support children's cultural identity, pride and self-esteem
- demonstrate our *Statement of Commitment to Child Safety* includes a commitment to the cultural safety of Aboriginal children and the statement is shared with children, families, staff, students, volunteers and the wider community.

In Relation to Standard 2: *Child safety and wellbeing is embedded in organisational leadership, governance and culture.*

Our Service is committed to ensuring that the safety, rights and best interests of children are the paramount consideration in decisions, actions and operations of the Service consistent with the National Law and Child Safe Standards.

In the planning, development and implementation of a *Child Safety and Wellbeing Policy,* our Service will:

- create and maintain a child safe environment in accordance with the Child Wellbeing and Safety Act 2005 (Vic) and the Child Safe Standards
- embed the 11 Child Safe Standards and ensure the *Child Safety and Wellbeing Policy* is implemented throughout all aspects of the Service
- prioritise children's safety in all leadership, operational and decision-making processes
- ensure all staff, educators, students and visitors adhere to the Service's Code of Conduct, in accordance with our *Code of Conduct Policy*, and maintain a zero-tolerance approach to child abuse
- promote a culture of openness and respect, where children, families and staff feel safe to raise concerns or disclose risks of harm
- communicate regularly with families and carers regarding child safety practices, policies and any relevant updates
- monitor and evaluate compliance through regular self-audits, team discussions, and reporting of incidents or allegations in accordance with National Law, National Regulations and our *Child Protection Policy*
- monitor and maintain compliance of educator to child ratios at all times to comply with legislative and regulatory requirements, providing adequate supervision and support to promote the safety and wellbeing of all children
- ensure all reportable notifications are submitted to the Victorian Early Childhood Regulatory Authority (VECRA) via NQA ITS as required by legislative requirements.

In Relation to Standard 3: *Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.*

With a focus on children's rights to safety and participation, our Service will:

- listen to and act decisively on any child safety concerns or allegations of abuse that are made
- encourage children to express their views, raise concerns and participate in decisions that affect their safety and wellbeing
- ensure families, children and young people know how to report complaints (*Dealing with Complaints Policy)* and empower children and young people speak up if they are feeling unsafe or worried
- ensure all child safety concerns, feedback or allegations of abuse are taken seriously and addressed promptly
- respect children's autonomy and consent while acknowledging children's requests, choices and right to say no, including in daily routines, activities, and use of their images
- ensure every child is equally valued, and their unique qualities, abilities and cultural identity are recognised and respected

- ensure families are informed about children's participation and are supported to collaborate with educators in promoting children's learning and wellbeing
- provide children with age-appropriate learning about protective behaviours to support children to understand personal safety, body autonomy, respectful relationships and how to seek help from trusted adults
- provide a safe and supportive environment
- ensure educators regularly reflect on children's participation in the program to continuously improve practices
- ensure educators and staff adhere to the *Respect for Children, Child Protection, and Behaviour Guidance – Bullying* policies to support positive friendships and peer relationships by promoting inclusion, respect and social connection in daily practice.

In Relation to Standard 4: *Families and communities are informed and involved in promoting child safety and wellbeing.*

Our Service ensures families are always welcome and feel comfortable asking questions on how we prioritise child safety. As we endeavour to inform and involve families and communities in establishing and maintaining a child safe culture and environment, our Service will:

- ensure new families are provided with a *Family Handbook* during the enrolment and orientation process to share information regarding our child safety policies, procedures and expectations, including our *Child Safety and Wellbeing Policy*
- ensure families are engaged as partners in supporting children's rights, safety and best interests and cultural safety, acknowledging and valuing diverse cultural backgrounds and family identities
- ensure all families are welcomed and respected at our Service and are encouraged and supported to participate in decision making
- maintain confidentiality and privacy as per our *Privacy and Confidentiality Policy* when working with children, families and educators in relation to child protection matters
- respond to requests for information from Information Sharing Entities (ISEs) to improve children's wellbeing and safety under the Child Information Sharing Scheme
- ensure families are invited and encouraged to participate in the development and review of Service policies, Quality Improvement Plan and the *Service Philosophy*
- provide regular information about the Service and ongoing opportunities for families to contribute to our curriculum
- inform families about the processes for providing feedback and making complaints

- use feedback from children, young people and families to inform continuous improvement by encouraging participation in self-assessment and contributing to the development and review of the Service's Quality Improvement Plan.

In Relation to Standard 5: *Equity is upheld and diverse needs respected in policy and practice.*

Our Service values and promotes equity, respect and awareness of diversity. We ensure a culturally inclusive and adaptable curriculum that supports all children to participate fully and achieve positive learning outcomes. Our Service will:

- demonstrate a commitment to child safety and inclusion through policies, procedures and our *Statement of Commitment to Child Safety and Wellbeing*
- promote the safety, participation and empowerment of Aboriginal and Torres Strait Islander children and children with culturally and linguistically diverse backgrounds
- gather information about children's additional needs, cultural background and supports that may be required through the enrolment and orientation process
- ensure equitable participation of all children, including those with additional needs, disabilities or developmental delays, by adapting programs, resources and teaching strategies
- work in partnership with families and other professionals to identify and respond to individual children's needs and strengths
- foster inclusive practices through staff reflection, professional development and culturally responsive teaching
- provide training to staff and volunteers to understand and respond to diverse needs, promote inclusion, and prevent discrimination or harm
- promote respect, equality and zero tolerance of racism ensuring every child is valued and treated fairly.

In Relation to Standard 6: *People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.*

To ensure suitable educators and staff are employed in line with child safe recruitment practices, our Service will:

- implement rigorous child safe recruitment. Ensure consistent recruitment, screening and selection processes that include clear position statements, child safety responsibilities and selection criteria assessing knowledge of child protection, professional boundaries and safeguarding children
- conduct thorough pre-employment checks including verifying Working with Children Checks (WWCC) and qualifications, criminal history (where applicable), prohibition notices and at least two

professional references, including previous child-related employment, before commencement of engagement at the Service

- ensure we engage educators and staff who have the skills, experience, qualifications, experience and suitability for the position available and meet all legislative and regulatory requirements
- regularly monitor and verify that all registrations, checks and qualifications remain valid throughout employment or engagement
- maintain accurate records of all staff, students and volunteers within the *National Early Childhood Worker Register*
- ensure all new educators, staff, volunteers and visitors participate in a comprehensive induction process where they receive training and information on the Child Safe Standards, Code of Conduct, Child Protection Policy, Reportable Conduct scheme, mandatory reporting, and strategies to identify, assess and minimise risks to children
- support ongoing compliance and training including ensuring all staff, educators, students and volunteers complete mandatory national child safety training
- ensure all staff and educators adhere to policies including the *Safe Use of Digital Technologies and Online Environment Policy*
- foster a culture of safety, ensuring all staff and educators understand their obligations and responsibilities to maintain a safe and supportive environment for children at all times.

In Relation to Standard 7: *Processes for complaints and concerns are child focused*

Our Service values feedback from children, families, educators, staff and the wider community as essential to maintain a safe, supportive and high-quality environment. We recognise that children may express concerns or disclose harm in different ways, and we are committed to responding appropriately, promptly and respectfully.

To ensure complaints and concerns are child- focused, our Service will:

- ensure educators, staff and visitors follow and comply with the *Dealing with Complaints Policy* and *Reportable Conduct Scheme Policy* when concerns are raised
- ensure the complaints processes are child focused and accessible
- support children to raise concerns safety and know how to provide feedback
- safeguard the interests of all children, their families, educators, staff and visitors, using procedures to ensure appropriate privacy and confidentiality practices are upheld
- ensure educators and staff understand developmentally appropriate sexual behaviours and know how to respond to concerning behaviours (*See: Dealing with Complaints Policy)*
- ensure families are informed about how to provide feedback and make complaints

- investigate and document the grievance or complaint fairly and impartially as per the *Grievance/Complaints Procedure*
- keep appropriate records of any complaint investigation and outcome and store these records in accordance with our *Privacy and Confidentiality Policy* and *Record Keeping and Retention Policy*
- notify the regulatory authority within 24 hours if a complaint alleges the safety, health or wellbeing of a child is being compromised in accordance with legislative requirements
- provide support and guidance to staff, educators and volunteers to ensure they are aware of regulatory obligations to report prescribed information as per legislative requirements
- review complaints and grievances as recorded in the *Complaints and Grievance Management Register* to ensure a pattern of similar grievances is not occurring
- prominently display contact information, including the name and telephone number for lodging complaints, in the foyer area of the Service
- ensure educators or staff report any inappropriate conduct or actions involving children by other staff or volunteers to management, in line with the *Reportable Conduct Scheme Policy.*

In Relation to Standard 8: *Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.*

To demonstrate our commitment to education and training for our educators, staff and volunteers, our Service will:

- provide all educators and staff with professional learning of the Child Safe Standards, children's rights and cultural safety, including understanding and responding to cultural diversity, promoting inclusive environments, and addressing racism.
- ensure all educators, staff, students and volunteers complete mandatory national child safety training
- ensure educators and staff participate in professional development and reflective practice to continually improve child safety and wellbeing practices
- ensure Working with Children Checks (WWCC) are read and verified before engagement for nominated supervisors, persons in day-to-day charge of a service, educators, staff, volunteers and visitors such as professional development providers or allied health professionals
- identify training needs for staff and volunteers through regular performance reviews, supervision, and feedback
- maintain and regularly review records of professional development and training.

In Relation to Standard 9: *Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.*

As part of our commitment to providing safe physical and online environments that protect children from harm, our Service will:

- maintain safe supervision and environments. The Service premises, facilities and learning environments are designed, maintained and monitored to support adequate supervision at all times while respecting children's privacy and dignity.
- identify and manage risks by undertaking regular risk assessments to identify, prevent and manage potential risks of child abuse and harm, including supervision risks and risks associated with digital technologies and electronic devices
- review Service risk assessments, with contributions from children, families, staff and volunteers annually
- ensure educators, staff, students and visitors are aware of and strictly adhere to our *Safe Use of Digital Technologies and Online Environments Policy*
- enforce strict procedures for the use of digital technologies including the use of service-issued devices only, secure storage and disposal of images and video, and appropriate authorisation from families (e.g., authorisation to take images of children)
- ensure educators and staff working directly with children are not in possession or use personal electronic device capable of taking images or videos in line with legislative requirements
- ensure strict rules and procedures are clearly communicated with all educators and staff regarding the storage, disposal and use of images and videos including how long these can be kept
- ensure children are always supervised when accessing digital technologies
- work with an ICT security specialist to ensure the latest security systems are in place to ensure best practice
- ensure that children are never left unattended whilst a computer or mobile device is connected to the internet
- only use educational software programs and apps that have been thoroughly examined for appropriate content prior to allowing their use by children
- provide parents and families with information about the apps or software programs accessed by children at the Service
- develop and regularly review clear emergency evacuation procedures, ensuring emergency rehearsals are conducted every 3 months
- maintain a tobacco, vaping devices, vaping substances, drugs and alcohol-free environment at all times

- develop and review clear procedures for children' arrival and departure, ensuring children are only released to authorised persons as per enrolment records or in accordance with regulatory requirements
- promote zero tolerance of abuse. Our Service strongly opposes any form of child abuse, inappropriate conduct or corporal punishment and upholds high quality practices to safeguard children's safety and wellbeing
- ensure all educators, staff and visitors understand their roles and responsibilities in protecting children from abuse and neglect
- ensure child safety practices are followed when engaging third-party contractors by verifying WWCC's, qualifications and references, and requiring compliance with the Child Safe Standards, Code of Conduct, and child protection policies.

In Relation to Standard 10: *Implementation of the Child Safe Standards is regularly reviewed and improved.*

To ensure the Child Safe Standards are effectively implemented and continuously improved, our Service will:

- review our *Child Safety and Wellbeing Policy* each year as part of our cycle of self-evaluation each year or earlier if there are changes to legislation, ACECQA guidance or following any critical incident
- engage stakeholders in the review process including children, families, educators and staff to provide feedback and contribute to improvements
- use quality improvement processes such as reflections from reviews and feedback and incorporate these into the Quality Improvement Plan (QIP) to strengthen practices and actions as part of the reflective procedure
- monitor complaints and grievances with a register to record details, investigation and outcomes
- review the effectiveness of the *Dealing with Complaints Policy* and procedures to ensure all complaints and grievances have been handled fairly and professionally
- reflect and review complaints provided to our Service as opportunities for learning and improvement
- ensure each policy has a recommended review date stated in the 'Review' section of the policy document and changes are clearly documented through version control
- ensure notification of any change to policies will be made to families within 14 days.

In Relation to Standard 11: *Policies and procedures document how the organisation is safe for children and young people.*

To incorporate child safety in our policies and procedures and demonstrate how the organisation is safe for children, our Service will:

- ensure all policies and procedures are available for families, educators, staff, students and visitors, in clear language, simple statements and presented in a logical format
- ensure families who speak languages other than English understand the requirements of our Service policies through translated materials or through the use of an interpreter
- ensure policies reflect the Child Safe Standards, including clear statements about child safety, complaints, recruitment and risk management
- develop policies collaboratively in consultation with management, staff, educators and families of children attending the Service
- complete Risk Assessments to address risks of child abuse and harm, including a *Supervision Risk Assessment* and *Safe Use of Digital Technologies and Online Environments Risk Assessment*
- provide guidance and support to staff, educators and volunteers to ensure they understand, comply with child safety and wellbeing policies through supervision, audits, training follow-ups, and reflective practice
- conduct performance management reviews for staff on a regular basis and in response to underperformance
- maintain high visibility of child safety and wellbeing through ongoing training, critical reflection, information provided to educators, staff and families and surveys
- demonstrate a commitment to implementing a child-focused complaints process, as outlined with the *Dealing with Complaints Policy* and *Procedure*
- ensure information about our *Dealing with Complaints Policy* is easily accessible to all families. Contact information for complaints is clearly displayed at the entrance to our Service
- embed child safe practices in recruitment and screening processes as well as procedures for third-party visitors (e.g., ECIP practitioners)
- ensure all adults in the Service follow the Code of Conduct and child safe policies

CONTINUOUS REVIEW

Our *Child Safety and Wellbeing Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 14 days.

SOURCE

Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2025). *NQF Child Safe Culture Guide*
Australian Children's Education & Care Quality Authority. (2025). Policy and procedure guidelines *Providing a Child Safe Environment*
Australian Children's Education & Care Quality Authority. (2024). *Taking Images and Video of Children While Providing Early Childhood Education and Care. Guidelines For The National Model Code*.
Commission for children and young people. *Creating a Child Safety and Wellbeing Policy*
Commission for children and young people. *A guide for creating a Child Safe Organisation*
Department of Education (VIC). (2024) Early childhood guidance: *Identify signs of child abuse*
Early Childhood Australia. (2016). *Code of Ethics*
Education and Care Services National Law Act 2010
Education and Care Services National Regulations (amended 2025)
Department of Education (VIC). (2024) Early childhood guidance: *Identify signs of child abuse*
Victoria State Government. *The Child Safe Standards. Early Childhood Services.*
Victorian Government. (2024). *Child Information Sharing Scheme*
Victorian Government Early Childhood Services (2026) *Child Safety and wellbeing*
Victorian Government. *Family Violence Information Sharing Scheme*
Working with Children Act 2005 (Vic)

REVIEW

POLICY REVIEWED BY	Krystle Hills	Consultant	01/03/2026
POLICY REVIEWED	01/03/2026	NEXT REVIEW DATE	March 2027
MODIFICATIONS	• major re-write of policy to merge current Child Safe Environment Policy with Child Safety and Wellbeing (Child Safe Environment Policy) • Included child safety reforms for Education and Care Services National Law – mandatory National Child Safety Training, inappropriate conduct offences • Sources checked and updated as required		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
September 25	• policy reviewed out of regular calendar review due to legislation changes for child safety- National Model Code (NMC) • added reference to new mandatory policy- *Safe Use of Digital Technologies and Online Environments Policy* • minor edits within policy • sources checked for currency and updated as required		September 26

MAY 2025	• reviewed policy to align with *Child Safe Environment Policy* annual review- changed to November	November 2025
MAY 2024	• annual policy maintenance • additional National law added and reflected in policy • minor edits within policy (NQS table formatting) • sources checked for currency and repaired as required	MAY 2025