

PROVIDING A CHILD SAFE ENVIRONMENT POLICY

Dalas Family Day Care Service is committed to the safety, wellbeing and support of all children and young people. Management, staff educators, educator assistants and volunteers will treat all children with the utmost respect and understanding at all times. We are dedicated in promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability

Dalas FDC embeds the new Child Safe Standards (VIC) and promotes 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.

We acknowledge that staff and educators within an early childhood service are in a unique position to monitor behavioural and emotional changes, physical injuries, and the general wellbeing of a child due to the development of safe environments and trusting relationships with children and families. Our Family Day Care educators are trained to identify signs and behaviours that may indicate child abuse and thoroughly understand their obligations and responsibilities to respond to incidents, disclosures or suspicions of child abuse as mandated reporters.

Dalas Family Day Care Service takes a **'zero' tolerance approach to child abuse** and are committed to raise awareness about the importance of child safety in Dalas environment and the community.

'Keeping children safe is everyone's responsibility.'

Victoria State Government- Education and Training (2019).

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected
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, practised and implemented.
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
	Child safety and protection (effective Jan 2026)	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	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.

	child interactions	
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QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1	Governance	Governance supports the operation of a quality service
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EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS

S162 (A)	Persons in day-to-day charge and nominated supervisors to have child protection training
S165	Offence to inadequately supervise children
S166	Offence to use inappropriate discipline
S167	Offence relating to protection of children from harm and hazards
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
102(A-D)	Transportation of children (risk assessments and authorisations)
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
115	Premises designed to facilitate supervision
116	Assessments of family day care residence and approved family day care venues
117	Glass
123A	Family day care co-ordinator to educator ratios- family day care service
124	Number of children who can be educated and cared for by family day care educator
136	First aid qualifications
145	Staff records
149	Volunteers and students
155	Interactions with children
162	Health information to be kept in enrolment record
165	Record of visitors
167	Record of service's compliance

168 (2)(h)	Education and care services must have policies and procedures - Providing a child safe environment
168(2)(ha)	The safe use of digital technologies and online environments at the service
169 (2)g	Additional policies and procedures- family day care services
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedure
274	Swimming pools
358	Working with children check to be read

OTHER RELEVANT LAWS

Education and Training Reform Act 2006- Child safe standards- Managing the risk of child abuse in schools. Ministerial Order No.1359

The Commission for Children and Young People Act 2012

Failure to Disclose 2014

Failure to Protect 2015

The Charter of Human Rights and Responsibilities Act 2006 (Vic)

Working with Children Act 2005 (Vic)

Child Wellbeing and Safety Act 2005 (Vic)

Family Law Act 1975

Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015

Children Youth and Families Act 2005 (Vic)

VICTORIAN CHILD SAFE STANDARDS

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
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice

Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused
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
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved

RELATED POLICIES AND PROCEDURES RELATED TO CHILD SAFE ENVIRONMENTS

Adventurous Play Policy Assessment, Approval and Re-assessment of Family Day Care residence and/or venue Policy Assessment of Family Day Care Educators and Persons Residing at Family Day Care Residences Policy Behaviour Guidance: Bullying Policy Child Safety and Wellbeing Policy Child Protection Policy Code of Conduct Policy Dealing with Complaints Policy Delivery of Children to and Collection from an Education and Care Service Premises Emergency and Evacuation Policy Excursion/Incursion Policy Furniture and Equipment Safety Policy Governance Policy Injury, Incident, Trauma and Illness Policy Interactions with Children, Families and Staff Policy Managing an Unidentified Dog Policy	Medical Conditions Policy Nutrition and Food Safety Policy Photograph Policy Physical Environment Policy Privacy and Confidentiality Policy Probation, Induction and Orientation Policy (Educator) Recruitment Policy Reportable Conduct Scheme Policy (VIC) Safe Arrival of Children Policy Safe Storage of Hazardous Chemicals Policy Safe Transportation of Children Policy Safe Use of Digital Technologies and Online Environments Policy Sleep and Rest Policy Staffing Arrangements Policy Student, Volunteer and Visitor's Policy Sun Safe Policy Supervision Policy Technology Policy Tobacco, vaping devices, vaping substances, drugs and alcohol Free Policy Unidentified Dog Policy Visitors to Family Day Care Residences Policy Water Safety Policy Work Health and Safety Policy
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PURPOSE

Our FDC Service has a legal and ethical responsibility to provide and maintain a child safe organisation where all children are safe, respected, valued and encouraged to reach their full potential. Children's safety and wellbeing is paramount, and we aim to take all practical steps to protect children from harm, ensuring a healthy and child safe environment. Our FDC Service adopts and aligns with the National Model Code for taking images or videos of children. (See *Safe Use of Digital Technologies and*

Online Environments Policy.) We provide children, staff, educators and visitors with an environment free from the use of tobacco (including vaping) alcohol and illicit drugs.

SCOPE

This policy applies to the Approved Provider, Coordinator, Educators, Educator Assistants, children, families, Students, volunteers and visitors (including contractors) of the Family Day Care Service.

IMPLEMENTATION

Under the Education and Care Services National Regulations the approved provider must ensure that policies and procedures are in place for providing a child safe environment and take reasonable steps to ensure those policies and procedures are followed. (Regulation 168, Regulation 170). The National Law requires management to ensure all children being educated and cared for are adequately supervised and every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Our focus is to build a child safe environment which is reflected in our FDC Service policies and procedures and understood and practiced by all children, young people, families, FDC educators and staff, visitors, volunteers and students.

KEY TERMS-DEFINITIONS

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
Disclosure	The process where a child or young person conveys or attempts to convey that they are being or have been abused.
Information sharing	Refers to the <i>Child Information Sharing Scheme</i> (CISS)- sharing or exchanging information, including personal information about or related to, abuse in organisational contexts. The terms refer to sharing information between (or within) organisations, as well as sharing information with professionals who provide key services for children.
Mandatory reporter	A person who is required to report to Child Protection if they suspect on reasonable grounds that a child has been abused or is at risk of being abused.
Mandatory reporting	The legislative requirement for selected classes of people to report their concerns for a child to child protection if they form a belief on reasonable grounds that a child is in need of protection
Reportable conduct	Certain organisations or entities have legal obligations under the <i>Reportable Conduct Scheme</i> to notify and investigate certain allegations of abuse involving a child, when the allegation is against someone they employ, engage or contract in circumstances outlined in the legislation.
Rights of the Child	Human rights belonging to all children, as specified in the United Nations Convention of the Rights of the Child.
Victoria's Child Safe Standards	The 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.

Wellbeing	Sound wellbeing results from the satisfaction of basic needs. It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity, and resilience.
Working with Children / working with vulnerable people check (WWCC/WWVP)	A notice, certificate or other document granted to, or with respect to a person under a working with children law. The person has been assessed as suitable to work with children; there has been no information that if the person worked with children the person would pose a risk to the children; or the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.
National Model Code	The National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code) addresses child safe practices for the use of electronic devices while providing early education and care (ECEC).

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

DALAS FAMILY DAY CARE COMMITMENT TO CHILD SAFETY

Our FDC Service is committed to 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 have a dedicated *Child Safety and Wellbeing Policy* which explains our organisation's approach to meeting the Standards.

Our FDC Service has a zero tolerance to child abuse, and we are committed to the safety, participation and empowerment of all children. We promote diversity and tolerance and aim to form equitable and positive relationships with children. We ensure children participate in decisions affecting them and listen and respect their suggestions and ideas. We respond to any concerns, disclosures, allegations or suspicions of harm.

Our FDC Service strongly opposes any type of abuse against a child and endorses high quality practices in relation to protecting children. All FDC educators and staff understand their roles and responsibilities in protecting children from abuse and neglect and maintain up-to-date knowledge of child protection law (Reg 84). FDC educators and staff will undertake child protection awareness training annually and whenever significant changes are made to the child protection law or reporting requirements. FDC educators, staff, visitors and students will comply with our Code of Conduct at all times.

We are committed to diversity and welcome all children and young people regardless of their abilities, sex, gender or social economic or cultural background. Our FDC Service will not tolerate bullying or harassment and our *Behaviour Guidance - Bullying Policy* and procedure outlines the preventative strategies and supervision implemented by our Service to deal with bullying and help protect children. Our priority is to ensure the safety and wellbeing of children and young people and encourage positive relationships.

[Primary policy- Child Protection, Child Safety and Wellbeing; Behaviour Guidance - Bullying; Code of Conduct; Interactions with Children, Families and Staff, Safe Use of Digital Technologies and Online Environments

RECRUITMENT

Our FDC Service maintains a rigorous and consistent recruitment, screening and selection process to ensure the best staff members and FDC educators are employed or engaged based on skills, qualifications, experience and suitability for the position available. All engaged FDC educators and staff participate in robust interviews and have reference checks completed to ensure the applicant's suitability to the role, previous experiences and their commitment to child safe values and practices. All prospective applicants must declare that they do not hold any prohibition notices preventing them from working with children (Reg 188). The approved provider will verify prohibition notices using the [NQA ITS](#) 'register search' tool. Candidates applying for roles such as nominated supervisor or responsible person must also complete a Compliance History notice. Existing employees are encouraged to disclose any enforcement actions taken against them.

All FDC educators and staff are provided with a comprehensive induction process which outlines our Code of Conduct and key policies including *Child Protection*, *Child Safety and Wellbeing*, *Reportable Conduct Scheme*, *Safe Use of Digital Technologies and Online Environments Policy* *Work Health and Safety Policy* and other related policies to ensure a child safe environment. New employees (including the nominated supervisor and staff members), students and volunteers are to familiarise themselves with the *Child Protection Policy* to understand the Child Protection Law and their obligations and mandatory reporting duties to ensure the safety and well-being of children at the service.

[Primary policy – Child Protection Policy; Probation Induction and Orientation; Recruitment]

WORKING WITH CHILDREN CHECK

Working in conjunction with the *Working with Children Act (2005)* and National Regulations, the safety, welfare and wellbeing of children is paramount within our FDC Service and community. A Working with Children Check (WWCC) is a requirement for people who work in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct and child protection concerns. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked and they will be prohibited from working with children. All FDC educators, educator assistants and any family members over the age of 18 living in the residence are required to hold a current WWCC.

The approved provider or nominated supervisor will ensure they have read each person's WWCC before engaging educators, staff or volunteers in the FDC Service. The WWCC will be placed in the individual's file and continue to be updated as required.

Management is responsible for the periodic review and maintenance of up-to-date records of employees' and engaged FDC educator's WWCC, including the WWCC number and the date on which each clearance expires. Management will verify all student and volunteer WWCC prior to placement. Any visitor who has direct contact with children will be required to provide a WWCC for verification prior to coming into contact with children.

The approved provider will keep a record for each day a student or volunteer participates in the FDC Service including date and hours of participation.

[Primary policy – Child Protection, Recruitment, Staffing Arrangements; Student, Volunteer; Visitors to Family Day Care Residence]

CHILD PROTECTION

Children and young people always have a right to be safe and protected. To comply with legislation and ensure a child safe environment, all FDC educators, staff, volunteers and students are advised of current child protection law and understand any obligations under the law. Supervision is effective to ensure they understand that *child safety is everyone's responsibility*.

All FDC educators, educator assistants, nominated supervisors and coordinators must complete a course in child protection training approved by the Regulatory Authority on an annual basis.

All FDC educators and staff are mandatory reporters and have a legal obligation to make reports if they suspect on reasonable grounds, a child is at risk of significant harm. Neglecting these obligations could potentially be deemed a criminal offence. All educators and staff are provided with up-to-date training about child protection law and their obligations under this law and to ensure they are confident in following the reporting guidelines within Victoria and adhere to our *Child Protection Policy*. (Reg 84). Through continual education and training, educators and staff are equipped with the knowledge, skills and awareness to keep children safe. Training gives educators and staff confidence to identify, respond and report child abuse.

To protect children and young people and ensure their safety, welfare and wellbeing, management is responsive to report allegations or convictions of harm or risk of harm to a child or young person and child related misconduct by any staff member, educator, volunteer or contractor.

[Primary policies – Child Protection, Child Safety and Wellbeing; Reportable Conduct Scheme]

REPORTABLE CONDUCT SCHEME

The Reportable Conduct Scheme seeks to improve organization's responses to allegations of child abuse and neglect by their employees and volunteers. The approved provider must notify the Commission for Children and Young People (the Commission) about any allegations of misconduct involving a child. Reportable conduct applies to all employees, engaged educators, volunteers, students (over the age of 18) and contractors at our FDC Service.

Our FDC Service will ensure an appropriate level of confidentiality of information relating to the reportable allegations as per the Children's Guardian Act 2019. We take our legislative responsibilities as part of the Reportable Conduct Scheme seriously and will respond to any reportable allegation or conviction against employees or volunteers that may arise.

Although FDC Services are not prescribed for information sharing our FDC Service supports the safety and wellbeing of children and young people as part of the [Child Information Sharing Scheme](#) and the [Family Violence Information Sharing Scheme](#) and [MARAM reforms](#).

[Primary policy- Reportable Conduct Scheme]

CODE OF CONDUCT

Management, educators, staff, volunteers and students will adhere to our FDC Service's Code of Conduct Policy. Our *Code of Conduct Policy* clearly outlines expectations regarding behaviour and describes the principles, values, and ethical guidelines that guide our staff and stakeholders in their interactions and activities. All educators and staff members are made fully aware that following breaches of the Code of Conduct and role responsibilities may result in disciplinary action which may lead to termination of employment. Individuals can report any concerns they may have about inappropriate actions of any management, educator, staff, student or volunteer or visitor that involves children or young people to management, ensuring a prompt and thorough response to maintain a safe and secure environment for all.

We will:

- promote a culture of child safety and wellbeing in all aspects of our Service's operations
- adhere to our *Child Safe Environment Policy*, *Child Protection Policy* and *Child Safety and Wellbeing Policy* and *Safe Use of Digital Technologies and Online Environments Policy* at all times
- provide adequate supervision of children at all times

- ensure all FDC educators, staff, volunteers and students have undertaken current child protection legislation training
- provide adequate and effective supervision of children at all times
- ensure the safe use of digital technologies and online environments
- take reasonable action to protect children and young people for risk of harm
- ensure staff and FDC educators only use FDC Service issued electronic devices /or separate business purchased electronic device registered with the approved provider for taking images or videos of children enrolled at the FDC Service
- adhere to our *Privacy and Confidentiality Policy*
- be responsible for their own, and others health and safety
- ensure all FDC residences and approved venues are free from the use of tobacco, illicit drugs and alcohol- including vaping
- be a positive role model to children
- respect children's privacy and dignity at all times
- report any allegations of child abuse to the approved provider as mandatory reporter
- notify the approved provider and the regulatory authority within 24 hours of any serious incident or complaint as per the National Regulations
- encourage children and young people to 'have a say' on issues that are important to them

FDC educators, students and volunteers will not:

- discriminate against any child, because of age, gender, cultural background, race, ethnicity or disability
- put children at risk of abuse- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos or music)
- use any personal electronic devices, including mobile phones or smart watches, to take images or video of children, access social media (Facebook, Instagram or other) or breach children and families' privacy while providing education and care at the FDC Service
- develop any 'special' relationships with children or young people that could be seen as favouritism such as the offering of gifts or special treatment
- be under the influence of drugs or alcohol while working; bring alcohol or drugs onto the premises
- smoke or vape in or on surrounding areas of the FDC Service.

[Primary policies – Code of Conduct; Privacy and Confidentiality; Probation Induction and Orientation Policy; Safe Use of Digital Technologies and Online Environments; Tobacco, vaping devices, vaping substances, drugs and alcohol -Free Policy]

REPORTING AND RESPONDING TO GENERAL COMPLAINTS

Feedback from children, families, educators, staff and the wider community is fundamental in creating an evolving Childcare Service working towards the highest standard of care and education. We ensure educators, staff, volunteers and students are well informed about the different ways children may express concerns, distress and disclose harm as well as the process for responding to disclosures from children- including a complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child or another child. (ACECQA 2023)

We aim to investigate all complaints and grievances with a high standard of equity and fairness. Our Service believes in procedural fairness and natural justice that govern the strategies and practices, which include:

- The right to be heard fairly
- The right to an unbiased decision made by an objective decision maker
- The right to have the decision based on relevant evidence.

The approved provider will place a prominently displayed notice in the foyer/entry area of our FDC residence or approved venues, providing contact information, including the name and telephone number for lodging complaints. FDC educators and staff will receive guidance on the complaint/ grievance policy and procedure and the process for reporting complaints during their service induction. Families, children and young people will be advised of the complaint/ grievance policy and procedure and how to report complaints during orientation of enrolment.

All grievances and complaints will be treated seriously and as a priority, in accordance with the *Dealing with Complaints Policy* and procedure. Any complaints that allege a breach of the National Law and Regulations or alleges that the health, safety and wellbeing of a child or young person at the Service may have been compromised will be documented and reported to the regulatory authority within 24 hours.

[Primary policy – Child Protection; Dealing with Complaints]

PHYSICAL ENVIRONMENT – SUPERVISION AND SAFETY CHECKLISTS

Children's safety is embedded in our day-to-day practices. All staff and FDC educators have knowledge of and adhere to the National Model Code and Guidelines. We ensure FDC educators provide effective and adequate supervision of children at all times. Educators will employ 'active supervision' strategies within the environment and when participating in excursions or transporting children. Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision. We ensure students and visitors are never alone with children whilst at the Service.

Sleeping infants and toddlers will be closely monitored at regular intervals and will always be within sight and hearing distance of the educator so a child's breathing, and the colour of their skin can be monitored. Consideration will be provided when older children are using the toilet and bathroom areas, including monitoring and supervision across all areas that children access.

Through conducting risk assessments, FDC educators assess and manage risks in the physical environment collaborating with children to develop behaviour guidelines for play including adventurous play to ensure their safety. FDC educators have a sound understanding of their duty of care and responsibilities in ensuring a child safe environment.

FDC educators conduct regular safety checks to maintain basic standards of safety within their residence and/or approved venue. We believe that child safety is a shared responsibility at all levels within our Service. Children are encouraged to speak up about their safety and the safety of their friends by telling the educator if they feel unsafe in a particular situation or environment.

FDC educators will complete the daily checklists to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child.

Any findings that require attention will be either dealt with immediately or submitted into the maintenance book depending on priority. Coordinators are required to check maintenance books regularly.

[Primary policies – Code of Conduct; Supervision; Sleep and Rest; Nappy Change and Toileting; Health and Safety, Staffing Arrangement, Supervision]

STORAGE OF HAZARDOUS SUBSTANCES

We reduce the risk of harm to children and educators by using eco-friendly products. Our FDC educators endeavour to provide a safe environment where necessary chemical and hazardous equipment are safely stored away from children and handled appropriately.

FDC educators will keep a register of hazardous chemicals used at the residence and/or approved venue, including relevant Safety Data Sheets (SDS).

To maintain a safe environment for children, the audits and checks are conducted based on compliance calendar.

[Primary policies – Safe Storage of Hazardous Chemicals, Administration of Medication]

EQUIPMENT, FURNITURE & MAINTENANCE RECORD

There are several factors that can contribute to a hazard, such as a deprived program, insufficient supervision and dilapidated equipment. To ensure a child safe environment free from hazards, our service has implemented practices and continue to monitor Service policies and procedures that uphold Australian Safety Standards.

The premises and all equipment and furniture used within each FDC residence and/or approved venue are audited to ensure all aspects are safe, clean and in good repair as part of the annual assessment. We understand that hazards are specific to developmental stages; FDC educators are aware that toys and equipment need to be checked to ensure they are safe and developmentally appropriate for children. Regular checks occur within each FDC residence and/or venue to ensure that all toys, furniture and equipment are in good condition and working order.

[Primary policies– Assessment, Approval and Re-assessment of Family Day Care residence and/or venue Policy, Furniture and Equipment Safety]

RISK ASSESSMENT & RISK ASSESSMENT TOOL

It is a legislative requirement that Management and FDC educators implement a risk management system where they identify and manage hazards and risks within the workplace to ensure a child safe environment. The key principles of risk management include:

1. Identifying all hazards or potential hazards in the service/residence/venue
2. Assess the risk of harm or potential harm for each hazard
3. Control or manage the risk – Risk Rating Matrix
4. Monitor and improve safety – Risk Assessment Action Plan
5. Evaluate and Review

It is the responsibility of FDC educators to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/incursion or any transportation of children. Risk assessments must be approved by the Coordinator/Nominated Supervisor. Children's safety must be incorporated into everyday practice. Common hazards which may require a risk assessment include:

- cross-infection and infectious disease
- administration of medication
- anaphylaxis procedures and management
- building and equipment (including storage)
- inadequate space for conducting activities and experiences
- hazardous chemicals
- electrical appliances
- food preparation and storage

- environmental influences such as shade, noise etc
- sun safety
- children's behaviours
- water safety
- fire equipment
- pets and/or animals
- inadequate supervision of children
- children's activities and experiences
- Work Health and Safety such as manual handling (e.g., safe lifting children from cots and highchairs)
- non-compliance risk
- hot drinks
- transportation of children (regular outing and regular transportation)
- excursions
- potential emergencies
- natural disasters
- safe arrival of children
- sleep and rest
- organisation culture (child-safe culture)
- physical contact
- training
- safe use of online technologies and physical environment
- use of electronic devices (photographs/videos) NMC
- storage of images and video and how long they will be kept
- privacy and confidentiality

To maintain a child safe environment, all staff, FDC educators, educator assistants will adhere to Service policies and procedures

[Primary policies – Child Protection; Code of Conduct; Behaviour Guidance; Emergency and Evacuation; Incident, Injury, Trauma and Illness; Safe Arrival of Children; Safe Use of Digital Technologies and Online Environments; Sleep and Rest, Excursion; Safe Transportation of Children; Sun Safety; Administration of First Aid; Medical Conditions]

EMERGENCY AND EVACUATION PROCEDURES

Management will ensure that FDC educators display copies of the emergency and evacuation floor plan in prominent positions near each exit of the residence and/or approved venue. All staff, FDC educators and educator assistants are familiar with emergency evacuation procedures and regulatory requirements.

Educators and educator assistants are familiar with emergency evacuation procedures and regulatory requirements. Rehearsals for emergency and evacuation procedures, including lock downs, are conducted at least once every 3 months. Records will be kept for all rehearsals

[Primary policy- Emergency and Evacuation]

ARRIVAL AND DEPARTURE AUTHORISATION

Our FDC Service prioritises children's safety at all times. FDC educators will only release children to an authorised person as named on the child's enrolment form. We request families provide current court orders, and parenting plans to ensure our records are up to date.

National Regulations require our educators keep a record of children and visitor's arrival and

departures, with the signatures of the person responsible for verifying the accuracy of the record and the identity of the person collecting the child or young person.

FDC educators will work in collaboration with our *Delivery of children to and Collection from Education and Care Premises Policy*, *Safe Arrival of Children Policy* and *Visitors to Family Day Care Residence Policy* to ensure children are safe and secure at all times.

To ensure children's safety, educators have a clear understanding of their legal obligation to check identification when a person is collecting a child. To maintain compliance, parents will provide written authorisation if a person who is not named as an emergency contact on the enrolment form to collect a child from the FDC service. FDC educators will ensure court orders are strictly adhered to and protect children from any potential harm.

[Primary policies - Delivery of Children to and Collection from an Education and Care Service Premises; Safe Arrival of Children; Student and Visitors; Visitors to Family Day Care Residences]

ONLINE SAFETY

Our FDC Service is committed to create and maintain a safe online environment with support and collaboration with staff, families and community. Management ensures FDC educators install anti-virus and internet security systems to block access to unsuitable web sites, newsgroups and chat rooms on computers used by children.

Our FDC Service ensures backups of important and confidential data is made regularly and either stored securely offline, or online. Software and devices are updated regularly to avoid any breach of confidential information.

Families are provided with information about our software program which is password protected and used to share observations, photos, videos, daily reports and portfolios. Passwords are not to be shared with others as per our written agreement.

Written authorisation is requested as part of the enrolment process for children to use computers/tablets; have their photo taken and published as part of promotional marketing or on the app program used by the FDC Service. The identity of a child is not published on any platform. Only educational software programs and apps that have appropriate content and have been examined prior to allowing their use and used at the FDC residence or approved venue. Children are always supervised using any technology.

FDC educators, educator assistants, and coordinators are strictly prohibited from using personal mobile phones or any personal electronic device to take photos or videos of children at the FDC Service.

FDC educators may take photos or videos of children only on an electronic device purchased specifically for Family Day Care business purposes, used solely for education and care (not personal use), and formally registered with the approved provider in the Device Register.

Personal devices may only be used for essential communication purposes, such as phone calls or text messages with parents and the service. Under no circumstances may photos or videos of children be taken, stored, or shared using a personal device.

Strict controls are in place to ensure the secure storage, access, retention, and deletion of all images and videos of children, in accordance with the National Model Code for Taking Images or Videos of Children and the Safe Use of Digital Technologies and Online Environments Policy.

[Primary policies – Cyber Safety; Technology; Privacy and Confidentiality, Code of Conduct]

CONTINUOUS REVIEW

To ensure we maintain a culture of continuous improvement, we will ensure our child safe practices are regularly reviewed, evaluated and improved. We aim to ensure all FDC educators, staff and volunteers understand and effectively implement our policies and procedures to provide a child safe environment.

We will regularly review and monitor the effectiveness of our Child Safe policies and procedures and invite children, staff members, families and communities to contribute to their development. Any updates or revisions will be communicated to all stakeholders.

FAMILIES

Our FDC Service ensures families are always welcome and feel comfortable asking questions on how we prioritise child safety. We provide a range of opportunities for consultation and collaboration about decisions about their child's safety whilst at our Service including:

- policy and procedure review
- child protection
- Child Safe Standards (VIC)
- allegations/grievance procedures
- sun safety
- written authorisations- parenting orders
- code of conduct
- inclusivity and supporting children with diverse needs.

RELEVANT AUTHORITIES	CONTACT DETAILS
Department of Health and Human Services (DHHS)	Child Protection Crisis Line (after hours)
Victoria Police- Sexual offences and child abuse Investigation Team	Ph. 13 12 78
National Child Abuse Helpline:	000
DET Quality Assessment and Regulation Division (QARD)	Ph. 1800 99 10 99 (9am-5pm AEST)
	1300 307 415

JURISDICTIONAL CONTACTS	CONTACT DETAILS
	Business hours: 8.45-5.00pm (Monday-Friday)
North Division	
Banyule, Buloke, Darebin, Campaspe, Central Goldfield, Gannawarra, Greater Bendigo, Hume, Loddon, Macedon Ranges, Mildura, Moreland, Mount Alexander, Nillumbik, Swan Hill, Whittlesea, Yarra.	1300 664 977

South Division Bass Coast, Baw Baw, Bayside, Cardinia, Casey, East Gippsland, Frankston, Glen Eira, Greater Dandenong, Kingston, Latrobe, Mornington Peninsula, Port Phillip, South Gippsland, Stonnington, Wellington.	1300 655 795
East Division Alpine, Benalla, Boroondara, Greater Shepparton, Indigo, Knox, Manningham, Mansfield, Maroondah, Mitchell, Moira, Monash, Murrindindi, Strathbogie, Towong, Wangaratta, Whitehorse, Wodonga, Yarra Ranges.	1300 360 391
West Division - Rural and regional only Ararat, Ballarat, Colac-Otway, Corangamite, Glenelg, Golden Plains, Greater Geelong, Hepburn, Hindmarsh, Horsham, Moorabool, Moyne, Northern Grampians, Pyrenees, Queenscliffe, Southern Grampians, Surf Coast, Warrnambool West Wimmera, Yarriambiack.	1800 075 599
West Division – Metropolitan only Brimbank, Hobsons Bay, Maribyrnong, Melbourne, Melton, Moonee Valley, Wyndham.	1300 664 977

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