

Nambucca Valley Family Day Care

CHILD SAFE ENVIRONMENT POLICY

The United Nations Convention on the Rights of the Child (UNCRC) outline that children and young people have a right to be safe and cared for, no matter where they are or who they are with. Children have the right to be protected from violence, abuse or neglect. When working with children and young people, it is important to understand children’s rights and needs.

Nambucca Valley Family Day care (NVFDC) staff and educators are advocates for children and have a strong commitment to child safety and establishing and maintaining a child safe environment. Children’s safety and wellbeing are paramount at our Service. NVFDC embeds the National Principles for Child Safe Organisations 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. [NQF October 2023]

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 <i>Child safety and protection (effective Jan 2026)</i>	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect. <i>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</i>

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.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S.162 A	Child Protection training
S.165	Offence to inadequately supervise children
S.166	Offence to use inappropriate discipline
S.167	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
102B	Transport risk assessment must be conducted before service transports child
102C	Conduct of risk assessment for transporting of children by the education and care service
102D	Authorisation for service to transport children
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
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
175	Prescribed information to be notified to regulatory authority
274	Swimming pools

RELATED POLICIES

Adventurous (Risky and Nature) Play Policy Assessment, Approval and Re-assessment of Approved Family Day Care Residence/Venue Policy Behaviour Guidance: Bullying Policy Child Protection Policy Code of Conduct Policy Dealing with Complaints Policy Delivery of Children to, and Collection from Education and Care Service Premise Policy Emergency Evacuation Policy Excursion 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 Physical Environment Policy Privacy and Confidentiality 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 and Volunteer Policy Sun Safe Policy Supervision Policy Tobacco Drug Alcohol Free Policy Visitors to Family Day Care Residence Policy Water Safety Policy Work Health and Safety Policy
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PURPOSE

NVFDCC has a legal and ethical responsibility to ensure our educators provide a safe and friendly environment where all children are 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 and young children from harm, ensuring healthy and safe environments. Thorough risk assessments ensure our approved Family Day Care residences/and or venues provide children and visitors with an environment that helps to make children feel safe and provides a sense of belonging.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Coordinators, educators, educator assistants, students, families, children, volunteers and visitors of NVFDC Services.

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. (Reg. 168, Reg. 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 and young people from harm and any hazard likely to cause injury.

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

'Child safety is everyone's responsibility.' (A guide to the Child Safe Standards. p.26. 2020)

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 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 known and suspected cases of child abuse and neglect to a nominated government department or agency.
Mandatory reporting	The legislative requirement for selected classes of people to report suspected cases of child abuse and neglect.

National Principles for Child Safe Organisations

Reflect ten child safe standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse and are the vehicle for giving recommendations relating to the standards.

Reportable conduct Certain organisations or entities have legal obligations under Reportable Conduct Schemes 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.

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.

Definitions sourced from

ACECQA. (2023). Policy and procedure guidelines. *Providing a Child Safe Environment*.

NSW Department of Education (2021). [Guide to the Child Safe Standards for early childhood education and care and outside schools hours care services](#)

COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE (National Principles 1-10)

NVFD Service is committed to being a child safe organisation and embeds the National Principles of Child Safe Organisations placing the protection of children as a priority of our responsibilities and obligations. The Child Safe Standards recommended by the Royal Commission provide guidance for NVFD to build our capacity as an organisation to prevent and respond to allegations of child abuse and ensure our policies and procedures, strategies and attitudes, ensure children's safety is paramount.

NVFDC takes a zero-tolerance approach to child abuse and are committed to raise awareness about the importance of child safety in our environment and the community. We ensure our Nominated Supervisor, Coordinators, and Educators have successfully completed child protection training approved by the regulatory authority. Educator assistants are provided with regular up-to-date knowledge and training on how 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 harm as mandatory reporters and adherence to child protection law [Reg.84].

We promote diversity and tolerance and aim to form equitable and positive relationships with all children. We ensure children and young people participate in decisions affecting them and listen and respect their suggestions and ideas. We respond to any concerns, disclosures, allegations or suspicions of harm by reporting to the relevant authorities.

NVFDC will not tolerate bullying or harassment and our *Behaviour Guidance - Bullying Policy* and procedure outlines the preventative strategies and supervision implemented by NVFDC 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 policies – Behaviour Guidance - Bullying; Child Protection; Code of Conduct; Interactions with Children, Families and Staff; Safe Use of Digital Technologies and Online Environments]

COMMUNICATION (National Principles 2 and 3)

We aim to build and maintain positive and respectful relationships with children, families, staff and educators of NVFDC and prioritise a child safe environment. We communicate regularly and clearly with all stakeholders and ensure our policies and procedures are available to staff, educators, employees, students, volunteers, visitors, families and children and young people. (Reg. 170). Our policies are available to view via the policy folder held at the Principal Office, 'Reference Materials' section on Harmony Web or by request. We welcome and encourage all stakeholders to share feedback and evaluation of our policies and procedures through surveys, feedback or discussions with management.

[Primary policies –Child Protection; Code of Conduct; Interactions with Children, Families and Staff]

PARTICIPATION OF FAMILIES, CHILDREN AND YOUNG PEOPLE (National Principle 2)

NVFDC 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 NVFDC Services including:

- Policy and procedure review
- Child protection
- Child Safe Standards
- Allegations/grievance procedures
- Sun safety
- Written authorisations - parenting orders
- Code of conduct
- Inclusivity and supporting children and young people with diverse needs

We promote a respectful, child safe culture where children and young people concerns are always responded to, and children feel empowered to participate in decisions and provide feedback to educators and staff.

NVFDC provides opportunities for conversations with children and young people about their rights and encourages children and young people speak up if they are feeling unsafe or worried. We provide multiple channels for children and young people to lodge complaints, tailoring these options to their communication preferences based on their feedback. We work individually with children and young people to determine the type of support they may need in participating in the complaints process.

[Primary policies – Dealing with Complaints; Interactions with Children Families and Staff]

CODE OF CONDUCT (National Principles 4 and 6)

Management, educators, staff, volunteers and students will adhere to NVFDC *Code of Conduct Policy* which clearly outlines expectations regarding behaviour and describes the principles, values, and ethical guidelines that guide our staff and stakeholders in their interactions and activities. NVFDC 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 educator, staff, student or volunteer 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 staff and NVFDC educators have valid Working with Children Checks (WWCC)
- Ensure all NVFDC educators, staff, assistants and volunteers 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
- Adhere to our *Privacy and Confidentiality Policy*
- Be responsible for their own, and others health and safety
- Be a positive role model to children
- Respect children’s privacy and dignity at all times
- Report any allegations of child abuse or risk of harm to the approved provider as mandatory reporter
- Notify the Approved Provider/Nominated Supervisor within 24 hours of any serious incident or complaint as per the National Regulations (Approved Provider/Nominated Supervisor to notify the regulatory authority)
- Encourage children and young people to ‘have a say’ on issues that are important to them
- Ensure assistants, visitors, volunteers or facilitators do not 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 NVFDC Service

FDC educators, educator assistants, coordinators, staff and volunteers will not:

- Discriminate against any child, because of age, gender, cultural background, race, ethnicity or disability
- Put children or a young person at risk of abuse- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos, or music)
- 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 illegal drugs or alcohol
- Smoke or vape in or on surrounding areas of the NVFDC Service

- Ensure visitors and individuals residing at the FDC residence are not under the influence of illegal drugs or alcohol and do not smoke or vape in or on surrounding areas of the FDC residence or approved venue.

[Primary policies – Code of Conduct; Privacy and Confidentiality; Safe Use of Digital Technologies and Online Environments; Tobacco, Drug and Alcohol-Free Policy]

RECRUITMENT PROCESS AND WORKING WITH CHILDREN CHECK (National Principle 5)

Working in conjunction with the [Child Protection \(Working with children\) Act 2012](#) and National Regulations - the safety, welfare and wellbeing of children is paramount within NVFDC. All staff and engaged educators, undergo an extensive recruitment screening and assessment process 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/Nominated Supervisor 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.

A Working with Children Check (WWCC) and National Criminal History is a requirement before engagement with NVFDC, unless exempt. All educators, educator assistants and any family members over the age of 18 living in the residence are required to hold a current Working with Children Check (WWCC). Management is responsible for the periodic review and maintenance of up-to-date records of employees' and engaged NVFDC educator's WWCC including the WWCC number and the date on which each clearance expires. WWCC information will be placed in the individual's file and continue to be updated as required.

The Approved Provider/Nominated Supervisor is responsible for ensuring all students and volunteers working with a NVFDC educator, hold a current Working with Children Check (WWCC) prior to placement, unless an exemption applies. Educators will keep a record for each day a student or volunteer participates in the Service including date and hours of participation, and this information will be forwarded to the Coordination Unit at the end of their placement. Any visitor/facilitator who

has direct contact with children will be required to provide a WWCC for verification prior to coming into contact with children.

All NVFDC educators and staff are provided with a comprehensive induction process which outlines our Code of Conduct and key policies including *Child Protection, 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 child protection laws and their obligations and mandatory reporting duties to ensure the safety and well-being of children at NVFDC.

[Primary policies – Child Protection, Staffing Arrangements, Visitors to Family Day Care Residences]

CHILD PROTECTION- (National Principle 6)

Children and young people always have a right to be safe and protected. To comply with legislation and ensure a child safe environment, all NVFDC 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 NVFDC 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.

The Nominated Supervisor, Coordinators, and persons in day-to-day charge must complete a course in child protection approved by the regulatory authority on an annual basis. All NVFDC educators, educator assistants 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 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.

NVFDC is committed to providing support to children, young people, families, FDC educators or staff who have made a report regarding child protection, with a focus on upholding strict confidentiality

throughout the process. Our primary concern is the well-being and safety of the child or young person, and we will work closely with relevant authorities, professionals, and support networks to ensure that the child or young person's best interests are met throughout the process. Our dedicated support system will assist educators and staff in navigating this challenging process while safeguarding their privacy and professional well-being.

[Primary policy – Child Protection]

CHILD PROTECTION-REPORTABLE CONDUCT SCHEME (National Principle 6)

To protect children and ensure their safety, welfare and wellbeing, the approved provider must report allegations or convictions of child abuse and child related misconduct by any NVFDC educator, staff member or visitor or volunteer to the [Office of the Children's Guardian \(OCG\) NSW](#) as part of the *Reportable Conduct Scheme* within 24 hours of becoming aware of the allegation.

NVFDC 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, engaged educators or volunteers that may arise.

[Primary policy – Child Protection Policy]

REPORTING AND RESPONDING TO GENERAL COMPLAINTS (National Principle 6)

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 NVFDC 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.

NVFDC 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 supply a notice to be prominently displayed notice in the foyer area of all NVFDC residences or approved venues, providing contact information, including the name and telephone number for lodging complaints. NVFDC educators and staff will receive guidance on the *Dealing with Complaints Policy* and procedure and the process for reporting complaints during their service induction.

Families, children and young people will be advised of the *Dealing with Complaints 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 NVFDC may have been compromised will be documented and reported to the regulatory authority within 24 hours. In the event that the child, young person or family is dissatisfied with the complaints process, they are advised they have the option to reach out to the regulatory authority for further assistance.

[Primary policy – Child Protection; Dealing with Complaints]

SAFETY CHECKLISTS- ANNUAL ASSESSMENTS (National Principle 8)

Regular safety checks maintain basic standards of safety within NVFDC residences or venues. NVFDC educators will complete the following 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:

- Indoor environment checklist
- Outdoor environment checklist
- Check gates and latches are operational

Any findings that require attention will be either dealt with immediately or submitted into the maintenance book depending on priority. Coordinators must be notified of any areas that need immediate attention within the residence or venue.

Annual Risk Assessment

The Approved Provider/Coordinator will conduct an annual risk assessment of each NVFDC residence and approved venue to ensure that the health, safety and wellbeing of children are protected. The assessment will ensure the residence and the approved space adheres to all regulatory requirements

and all equipment (including outdoor play equipment) and furniture, uphold the Australian Safety Standards where applicable. Whether the equipment carries an Australian Standard marking or not, the Approved Provider and Educator must undertake regular checks for safety purposes.

The premises and all equipment and furniture used within the NVFDC Educator's residence is audited to ensure all aspects are safe, clean and in good repair. NVFDC 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 the NVFDC residence to ensure that all toys, furniture and equipment are in good condition and working order.

Records of all audits will be kept at the NVFDC Principal Office and the NVFDC Educator's residence for a minimum period of 3 years.

[Primary policies – Health and Safety Policy, Equipment Safety Policy and Assessment, Approval and Re-assessment of Approved FDC Residence and/or Venue Policy]

SUPERVISION (National Principles 5 and 7)

Children's safety is embedded in our day-to-day practices. NVFDC educators will provide effective and adequate supervision of children within the NVFDC environment and when transporting children. Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision. Sleeping infants and toddlers will be closely monitored at regular intervals and will always be within hearing distance of the NVFDC educator so a child's breathing, and the colour of their skin can be monitored. Students and visitors are never alone with children whilst at the NVFDC Service.

To ensure compliance with regulations, educator to child ratio is 1:7. Family Day Care educators are only permitted to provide education and care to a maximum of 4 children preschool age or under. Ratio includes the educator's own children younger than 13 years of age if there is no other adult to care for them.

[Primary policies – Code of Conduct; Supervision; Sleep and Rest; Nappy Change and Toileting; Safe Use of Digital Technologies and Online Environments; Supervision]

RISK ASSESSMENT AND RISK ASSESSMENT TOOL (National Principle 8)

It is a legislative requirement that all services implement a risk management system where they identify and manage hazards and risks within the workplace to ensure a child safe environment. Strategies are in place to make sure child safety is embedded across NVFDC through compliance with the *Education and Care National Regulations* are the National Principles for Child Safety – [Child Safe Standards](#).

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 the Approved Provider, Nominated Supervisor, Coordinators and NVFDC educators to ensure risk assessments are completed where children's safety may be jeopardised and whenever the NVFDC educator may be organising an excursion/incursion. Risk assessments must be approved by the Nominated Supervisor prior to any excursion taking place. Children's safety must be incorporated into everyday practice within the NVFDC residence and/or venue.

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
- Safe rest and sleep practices
- Nappy change facilities

- Play equipment
- Water safety- swimming pools, spas, water
- Fire equipment
- Pets and/or animals
- Supervision of children
- Safe transportation of children
- Children’s activities and experiences
- Work Health and Safety such as manual handling (e.g., safe lifting children from cots and highchairs)
- Potential emergencies
- Natural disasters
- Safe arrival and departure of children
- 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
- Non-compliance risk
- Hot drinks

To maintain a child safe environment, all staff, NVFDC educators and educator assistants will adhere to NVFDC policies and procedures, ensuring all risk assessments and audits are completed in a timely manner.

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

EMERGENCY AND EVACUATION PROCEDURES (National Principle 8)

NVFDC educators will ensure a copy of the emergency and evacuation floor plan is displayed in a prominent position near each exit at the residence or approved venue.

All staff, NVFDC educators and educator assistants are familiar with emergency evacuation procedures and regulatory requirements.

Educators will rehearse emergency and evacuation procedures at least once every 3 months and ensure all children are involved. Copies of emergency phone contacts will be readily available.

Records will be kept for all rehearsals.

[Primary policy- Emergency Evacuation]

STORAGE OF HAZARDOUS SUBSTANCES (National Principle 8)

We reduce the risk of harm to children, young people and educators by using eco-friendly products. NVFDC educators will endeavour to provide a safe environment ensure necessary chemical and hazardous equipment are safely stored away from children and handled appropriately. NVFDC educators will keep a register of hazardous chemicals used within their residence, including Safety Data Sheets.

To maintain a safe environment for children, audits and checklists are conducted regularly.

[Primary policy – Safe Storage of Hazardous Chemicals; Administration of Medication]

ARRIVAL AND DEPARTURE AUTHORISATION (National Principles 1 and 8)

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

National Regulations require FDC educators to keep an accurate record of children's 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.

NVFDC educators will work in collaboration with our *Delivery of children to and Collection from Education Visitors to Family Day Care Residence Policy and Care Premises Policy, Safe Arrival of Children Policy* and to promote a culture of child safety and wellbeing in the NVFDC Service.

To ensure children's safety, NVFDC educators have a clear understanding of their legal obligation to check identification when a person is collecting a child from their residence/venue. 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 NVFDC Service. NVFDC educators will ensure court orders are strictly adhered to and protect children from any potential harm.

[Primary policy - Delivery of children to and Collection from Education and Care Premises; Safe Arrival of Children; Visitors to Family Day Care Residence]

ONLINE SAFETY (National Principle 8)

NVFDC is committed to create and maintain a safe online environment with support and collaboration with children and young people, NVFDC educators, families, and community. NVFDC 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 the 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 any app/platform/program used by NVFDC.

FDC educators, educator assistants and coordinators may use authorised devices to capture photos, videos and media of children in care. A register of authorised devices is maintained by the Coordination Unit and audited regularly. Strict controls are in place to ensure appropriate storage and retention of images and video of children is maintained.

Only educational software programs and apps that have appropriate content and have been examined prior to allowing their use and used at the NVFDC residence or approved venue. Children are always supervised using any technology.

[Primary policies – Privacy and Confidentiality, Code of Conduct; Safe Use of Digital Technologies and Online Environments]

CONTINUOUS REVIEW (National Principle 9)

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 NVFDC educators, staff,

students 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.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Child Safe Environment Policy* will be 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.

CHILD SAFE STANDARDS LEGISLATION/RESOURCES

NSW

The Children's Guardian Amendment (Child Safe Scheme) Bill 2021 came into effect on 1 February 2022 requiring organisations who work with or provide services to children to implement the NSW Child Safe Standards. Compliance and enforcement measures under the Children's Guardian Act commenced from 1 February 2023.

[Children's Guardian Act 2019](#)

Children's Guardian Amendment (Child Safe Scheme) Bill 2021

[Child Protection \(Working with Children\) Act 2012](#)

Office of the Children's Guardian [Child Safe Self-Assessment](#)

[Office of the Children's Guardian. Child Safe Standards](#)

[NSW Department of Education. Child Safe Standards](#)

SOURCES

Australian Children's Education & Care Quality Authority. (2023). [Embedding the National Child Safe Principles](#)

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Australian Children's Education & Care Quality Authority. (2024). [National Model Code for Early Childhood Education and Care.](#)

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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](#)

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Australian Human Rights Commission (2020). *Child Safe Organisations*. <https://childsafe.humanrights.gov.au/>
Child Protection (Working with Children) Act 2012

Children’s Health and Safety – An analysis of Quality Area 2 of the National Quality Standard
Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

NSW Department of Education (2021). [Guide to the Child Safe Standards for early childhood education and care and outside schools hours care services](#)

[United Nations Convention of Rights of the Child, \(1989\)](#). (UNCRC)

Work Health and Safety Act, (2011).

REVIEW

POLICY REVIEWED BY	Tella Markham	Nominated Supervisor	28/12/2025
POLICY REVIEWED	DECEMBER 2025	NEXT REVIEW DATE	DECEMBER 2026
VERSION NUMBER	V25.1		
MODIFICATIONS	<ul style="list-style-type: none"> added reference to new mandatory policy- <i>Safe Use of Digital Technologies and Online Environments Policy</i> child protection/reportable conduct section rewritten sources checked for currency and updated as required responsibilities sections amended to reflect current practice added exemption for WWCC for students/visitors/assistants under 18 years of age 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
NOVEMBER 2023	<ul style="list-style-type: none"> annual policy maintenance minor edits within policy sources checked for currency and updated as required 	NOVEMBER 2024	