



# Child Safe Environment Transitional Policy

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## Policy Statement

At Liwara catholic Outside School Hours Care (the Service), we are committed to child safety. The Service provides an environment where all are happy, safe and supported to develop their gifts and talents. Protection of each individual is paramount to all we do. Our practice supports all children to develop the knowledge, mindset and behaviours that enable them to flourish.

## Rationale

We recognise each child as a precious and sacred gift from God and understand our responsibility to protect, care and nurture them as Jesus intended.

Catholic Education Western Australia is committed to the safety and well-being of all children. The *Child Safe Framework* demonstrates Catholic Education Western Australia's commitment to the safety and well-being of each individual.

## Procedures

In order to establish a protective environment for children and Educators at the Service, we implement the following strategies.

The Service provides effective, active supervision of areas by ensuring that:

- visibility and the greeting of visitors as they enter the building is undertaken at all times to determine if they have a valid reason to be on site.
- all visitors sign in and out as they arrive and depart.
- all persons, who perform duties at the Service (paid or unpaid), present a current criminal record check and / or Working with Children Check (*Working with Children [Criminal Record Checking] Act 2004*).
- Visitors, volunteers, students and contractors are not left alone with the children.

## Recruitment and employment of Educators

To be employed at the Service all educators (including volunteers) must:

- have a complete criminal history clearance.
- provide a criminal record check or current assessment notice under the *Working with Children (Criminal Record Checking) Act 2004* (See National Regulations 14,16 and 48 also).
- have knowledge and experience of child protection issues (information regarding child protection is available to new and existing staff and training will be offered as required).



- be made aware, in keeping with National Regulation 84, of their obligations under current child protection law.
- provide referee contacts which give a positive response to their suitability for employment.
- undergo induction to the Service to ensure understanding of the Service's child protection policies and procedures.

### **Supervision of children**

- The premises are designed and maintained in a way which facilitates supervision at all times whilst upholding children's dignity and rights (National Regulation 115).
- Children are supervised at a level appropriate to the age and needs, the program, time of day and associated risks.
- Supervision of children away from the main play areas (i.e. toilets, cubbies, tunnels, quiet areas etc.) is carefully monitored.
- At times of day, when staffing is at a minimum (i.e. early morning, lunchtimes (Vacation Care) or late afternoon) Educators are aware of the risks this creates, and ensure they know the whereabouts of each other, and the children within the Service.
- Rosters are planned to ensure appropriate supervision of children is maintained and Educators, on non-contact duties, are replaced in order to ensure appropriate staffing levels (see National Regulation 115 and 151).
- Educators are aware that children have had different life experiences and are at varying developmental stages so higher levels of supervision may be needed in certain circumstances (such as excursions, younger / older children playing together, child with additional needs).
- Children are only released from the Service to authorised people as outlined in the Delivery and Collection Policy.
- Educators undertake appropriate consultation and referral regarding any concerns they may have about a child or children's behaviour (please refer to *Supervision policy* for more information).

### **Supervision and support of Educators**

- Child protection training occurs on annual basis or as required.
- Child protection issues are discussed at staff meetings as required. This should occur quarterly or more often as required.
- Educators are encouraged to share any observations or concerns in regard to any child and Educators protection risks. Resolutions are sought to eliminate risks, and Service Manager is advised of the issues and current strategies to resolve them.
- During Vacation Care, casual relief Educators, are accompanied by a permanent Educator or rostered on a middle shift.
- Educators or others may not leave the service alone with individual children except in emergencies and in accordance with other service policies.
- The Service ensures that Educators are made aware of current legislation and reporting requirements.





## Children's Education

- Educators foster children's self-esteem and positive self-image through their interactions with children and other staff members at the Service.
- Educators encourage children to be assertive and to communicate their needs and concerns.
- Educators role model assertive behaviour and language.
- Educators talk with children about ways to keep themselves safe and encourage children to understand that they have a right to feel safe at all times.
- Educators build relationships with all children based on trust, so that children know that it is safe to talk to them about any concerns/issues they may have. All staff listen to them and reassure children that nothing bad will happen to them if they make a disclosure.

## Information for parents

- Educators are available to discuss any issues with parents.
- The service keeps parents up to date with any changes to child protection policies.
- The Service's policy on establishing a protective environment is made available to parents.

## References

*Education and Care Services National Regulations (WA) 2012,*

[https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_12929\\_subsidary.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_12929_subsidary.html)

*Education and Care Services National Law (WA) Act 2012,*

[https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_a146885.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a146885.html)

*Guide to the National Quality Framework 2018.*

[https://www.acecqa.gov.au/sites/default/files/2018-11/Guide-to-the-NQF\\_0.pdf](https://www.acecqa.gov.au/sites/default/files/2018-11/Guide-to-the-NQF_0.pdf)

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