



Child Safe Environment Policy

Cobbler Creek Out of School Hours Care and Vacation Care is committed to the well-being of each child attending the service and promotes a healthy environment in which children can learn, grow and be safe. Cobbler Creek will ensure all staff have up-to-date Police clearances and have attended Responding to Abuse and Neglect (RAN) Training. All staff are aware of the procedures for reporting child abuse and neglect and the relevant reporting information is displayed for all Educators.

To ensure children's protection, the service complies with the procedures set down under the Children and Young People (Safety) Act 2017 when dealing with any allegations of abuse or neglect of children.

The following areas are addressed in this policy to ensure the service provides a safe environment:

- Staff
- Supervision
- Child Protection
- Tobacco, Drug and Alcohol-Free Environment
- Physical Environment
- Dangerous Products
- Identifying Potential Hazards

Staff

- A 1:15 ratio must be maintained at all times when staffing. A 1:30 Qualified Educator ratio is adhered to.
- Staff should never be alone with a child in a closed room.
- Staff should never be alone with a child in a toilet/bathroom situation.
- Staff should only need have physical contact with children when applying First Aid, removing children from an unsafe situation or comforting a child.
- Staff may only take photographs of children with the parent's permission on the enrolment form. Photographs are only to be used for programming and displaying at the service.
Photographs of children are only allowed to be taken on the services' cameras. Educators are not permitted to take photographs on personal devices.

Supervision

The service is committed to:

- Complying with Educator to child ratios.
- Ensuring that children are actively supervised at all times.
- Considering the design and set up of children's environments to support active supervision.
- Using supervision skills to reduce or prevent injury or incident to children and adults.

- Guiding Educators to make decisions about when children's play needs to be interrupted or redirected.
- Supporting Educators and their care-giving strategies.
- Providing consistent supervision strategies when the service requires relief staff.
- Acknowledging and understanding when supervision is required for high risk experiences and/or the ratio of adults to children needs to be increased.
- Assessing all activities and when something is identified as a high-risk experience, strategies are developed to minimise the risk according to the group of children.

Child Protection

All services operated on DECD sites must adhere to the Department for Education (DFE) and therefore, do not need to develop their own specific policy in regard to section 4.2 in the National Regulations. The Department of Education (DFE) policy is available at <https://www.education.sa.gov.au/parents-and-families/safety-and-wellbeing/child-protection/child-protection-policies-and-guidelines>

- All adults who are working in programs for children must undergo Criminal History Screening
- The Children and Young People (Safety) Act 2017 requires Educators, staff and volunteers to notify the Child Abuse Report Line (13 14 78) if they suspect, on reasonable grounds, that a child has been or is being abused or neglected. This responsibility is part of the duty of care that Educators have towards the safety and wellbeing of children and young people.
- All Educators and other staff must have completed *Responding to abuse and Neglect Education and Care Training*.
- Reporting Child Abuse and Neglect, Mandatory Notification Guidelines are held at the service and must be read and understood by the staff, the Approved Provider and the Advisory Committee. These guidelines are also available to families.
- As mandated notifiers, Educators/other staff are required to attend approved training in relation to mandatory notification of child abuse. This will be paid for by the service.

Tobacco, drug and alcohol-free environment

The Approved Provider must ensure:

- That all children are being educated and cared for in an environment free from the use of tobacco, illicit drugs and alcohol.
- That the nominated supervisor, educators and other staff of the service are not affected by alcohol and must have a zero level when on the premises when the service is operating.
- That the nominated supervisor, educators and other staff are not affected by drugs that adversely affect that person's ability to educate and care for children when on the premises when the service is operating.

Physical Environment

When advice is needed in relation to any aspect of the following information, questions need to be directed to the Education Standards Board of South Australia (the State Regulatory Authority).

- The Approved Provider must ensure:
 - The premises, furniture and equipment are safe, clean and in good repair.

- There should be a system in place for monitoring and maintaining the premises, furniture and equipment.
 - That for each child in care there is a minimum of 3.25 square metres of unencumbered indoor play space that is suitable for children.
 - That for each child in care there is at least 7 square metres of outdoor space that is suitable for children.
 - Indoor areas are well ventilated, have adequate natural light and are maintained at a comfortable temperature.
- There are adequate, developmentally and age appropriate toilet, hand washing and hand drying facilities located and designed to enable safe use by children with convenient access from both indoor and outdoor play spaces.
 - The service has adequate facilities for safe handling, preparation, storage and disposal of food and beverages.
 - There is a capacity to provide effective supervision of the designated area.

Dangerous Products

- It is recommended that non-hazardous and non-toxic products should be used in a care environment, wherever possible.
- Any hazardous or toxic cleaning products should be stored in a lockable cupboard with their relevant Material Safety Data Sheets.
- In the interests of children’s health, staff are encouraged to use environmentally friendly products at the service, wherever possible.

Identifying Potential Hazards

- Daily playground and equipment checks are carried out and recorded
- Regular checks occur to identify and remove hazards, where possible, to manage safety risks.
- When a potential hazard is identified, steps are taken to assess the risk and control the risk.
- Hazards are written up in the Maintenance Book and reported to the Grounds Person

National Regulations	
Regulation 82	Tobacco, drug and alcohol-free environment
Regulation 83	Staff members and family day care educators not to be affected by alcohol or drugs
Regulation 84	Awareness of child protection law
Regulation 100	Risk assessment must be conducted before excursion
Regulation 103	Premises, furniture and equipment to be safe, clean and in good repair
Regulation 105	Furniture, materials and equipment
Regulation 107	Space requirements – indoor space
Regulation 109	Toilet and hygiene facilities
Regulation 110	Ventilation and natural light
Regulation 115	Premises designed to facilitate supervision
Regulation 123	Educator to child ratios – centre-based services

*Effective from May 2021
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