



Child Protection and Safe Environment Policy

Covers

- The Child and Youth Risk Management Strategy Procedure
 - A Statement of Commitment
 - A Code of Conduct
 - Policies for Recruiting, Selecting, Training and Managing Employees and Educators, including Volunteers.
 - Procedures for handling disclosures and Suspicions of Harm
 - A Plan for Managing Breaches of the Child and Youth Risk Management Strategy and the Child Protection Policy.
 - Policies and Procedures for Compliance with the Blue Card System.
 - A Risk Management Plan for High Risk Activities and Special Events.
 - Strategies for Communication and Support.
- Child Safe Environment Procedure

Intention

Nurturing Family Day Care Scheme and all associated personnel understand and ensure to the highest of standards that each child is protected. The safety of children is taken very seriously and their freedom from all abuse is at the forefront of every decision and action made by an associate of Nurturing Family Day Care Scheme.

Overview

This policy, and all policies and procedures that are associated with the Child Protection and Safe Environment Policy, are implemented at all registered residences and venues by educators, staff and families whom are allied with the scheme.

This comprises of -

- The Child and Youth Risk Management Strategy and all associated elements that are required in accordance with the Blue Card Services, to ensure that the risk of harm to children in a regulated service is identified and minimised.
- How the environment is kept safe for children.

The approved provider of the service will ensure -

- That educators and staff have received training in child protection and mandatory reporting, that they are aware of their role in protecting children, the signs of abuse, and what to do to assist a child that is being abused. This training will be done at least every 12 months in line with industry standards of the definition of regular, or if any new information requires updated practices, such as Mason's Law.



- That each individual has a current Blue Card, recording all required information in relation to the positive notice, dates of renewal, confirmation and when the individual ceases with the scheme.
- That an individual without a current Blue Card will not work in the education and care setting or reside in a registered residence or approved venue.
- All elements of the Child and Youth Risk Management Strategy are adhered to at all times, or the appropriate breach will apply, which may lead to the removal of an individual from being associated with Nurturing Family Day Care Scheme.
- That all individuals associated with the scheme must ensure that at no time a child is subjected to any form of corporal punishment or any discipline that is unreasonable.
- That the environment is maintained in a manner that is safe for children.

Child and Youth Risk Management Strategy Procedure

Statement of Commitment

Nurturing Family Day Care Scheme works together with all personnel to ensure that every child has the right to be free from harm and that each registered residence or approved venue is a safe place to explore, play and exceed. Educators will facilitate children's rights by being aware and continually updating their skills in regard to the law, mandatory reporting, knowing the signs of abuse, and responding effectively and appropriately in the worst-case scenario of a child suffering from abuse.

Code of Conduct

To facilitate the rights of the child, the approved provider, staff and all educators will work within the following code of conduct in relation to child protection, ensuring that -

- They understand their role and their responsibilities in regard to child protection.
- They are aware of their legal obligations to immediately report suspected child abuse.
- They are aware of the signs that may indicate a child is at risk of harm or being abused.
- Their professional development in relation to child protection and mandatory reporting is current.
- They have read and comprehended all procedures of this policy and all policies in order for the highest standard of education and care be provided.
- The education and care that is provided will be at a high standard, promoting the safety, protection, and well-being of all children.
- That a Working with Children Check – commonly known as a Blue Card – will be current, classified as Paid, on file, a linkage form lodged, and a validation of card check done before education and care can commence.
- That every adult resident of a registered residence or approved venue and the regular visitors to the education and care setting will also have an appropriate Blue Card that is current, on file, linked to Nurturing Family Day Care Scheme and a validation of card check done.
- They will work with relevant government agencies to support and assist children and families in need and with permission.
- They never use abusive, offensive, inappropriate language, actions or behaviours, including corporal punishment or any discipline that is unreasonable.
- They respect each individual's right to dignity, treating all people with worth regardless of gender, race, ability, religion, culture, or age.
- Children will be supervised at all times, and never left alone with visitors.



Policies for Recruiting, Selecting, Training and Managing Employees and Educators, including Volunteers.

Nurturing Family Day Care Scheme has created effective policies to guide all aspects of how educators are chosen, including application questions that require answers in regard to how an individual will react to challenging circumstances. Once a potential educator has been chosen, they proceed through the orientation process to an induction, where they are further questioned about how they will operate an education and care setting, their response to children's behaviours, and their knowledge in regard to child protection strategies. During this process, current Working with Children checks are required by all educators and residents over 18 years old before education and care can commence, as well as training by educators in regard to child protection and mandatory training. Registers are kept on all educators, including current residents, staff and students and volunteers to ensure that documentation is gathered and remains up to date at all times. At least monthly visits are required by the coordination team, with educators on probation visited more frequently until they demonstrate the high level of standards expected of educators who are with Nurturing Family Day Care Scheme.

Polices include –

- Assessment, Enrolment and Continued Coordination of an Educator Policy
- Assessment of Registered Residences and Approved Venues Policy
- Child Protection and Safe Environment Policy
- Collection and Storage of Confidential Documents Policy
- Incident, Injury, Trauma and Illness Policy
- Records and Register of Personnel Policy
- Visitors to a Registered Residence or Approved Venue Policy

Procedures for Handling Disclosures and Suspicions of Harm

Under the Child Protection Act, all early childhood education and care professionals are now classified as mandatory reporters, and this requires an individual to make a report to Child Safety if they have a reasonable suspicion that a child has suffered, is suffering, or is at an unacceptable risk of suffering significant harm caused by abuse.

A person may form a belief on reasonable grounds that a child is in need of protection after becoming aware that a child or young person's health, safety or wellbeing is at risk and the child's parents are unwilling or unable to protect the child.

Resources on mandatory reporting can be accessed on the Queensland Government's Department of Communities, Child Safety and Disability Services website;

<https://www.communities.qld.gov.au/childsafety/protecting-children/about-child-protection/mandatory-reporting>

All educators and families, upon enrolling with Nurturing Family Day Care Scheme will be forwarded a copy of the Protecting children and supporting families; A guide to reporting child protection concerns and referring to support services brochure.



There may be reasonable grounds for forming such a belief if -

- A child or young person states that they have been physically or sexually abused.
- A child or young person states that they know someone who has been physically or sexually abused.
- Discussing abuse (sometimes the child may be talking about themselves).
- Someone who knows the child or young person states that the child or young person has been physically or sexually abused.
- A child shows signs of being physically or sexually abused.
- The educator is aware of persistent family violence or parental substance misuse, psychiatric illness or intellectual disability that is impacting on the child or young person's safety, stability or development.
- The educator observes signs or indicators of abuse, including non-accidental or unexplained injury, persistent neglect, poor care or lack of appropriate supervision.
- A child's actions or behaviour may place them at risk of significant harm and the child's parents are unwilling or unable to protect the child.

A report to Child Safety must be made if -

- The harm or risk of harm has a serious impact on the child's immediate safety, stability or development.
- The harm or risk of harm is persistent and entrenched and is likely to have a serious impact on the child's immediate safety, stability or development.
- The child's parents cannot or will not protect the child from harm.

If concerned the Regional Intake Services (RIS) are part of the Department of Community, Child Safety and Disability Services and receive information about child protection concerns and can be contacted in

- South East Qld on 1300 679 849
- South West Queensland on 1300 683 390
- Brisbane on 1300 682 254
- After hours on 1800 177 135 or 3235 9999

Child Safety and the Queensland police are responsible for investigating an allegation of child abuse. Any allegation of abuse by a proprietor, staff member, educator or visitor to an education and care service must immediately be reported directly to Police on the emergency number 000.



If there is concern about a child, but the risk isn't meeting the threshold for reporting to Child Safety, Family and Child Connect phone number can be given to the family, or with their permission, an educator can contact them on, 13FAMILY or 13 32 64.

Definition of Abuse / Neglect

"Abuse or neglect" means –

(a) Sexual abuse; or

(b) Physical or emotional injury or other abuse, or neglect, to the extent that –

(i) The injured, abused or neglected person has suffered, or is likely to suffer, physical or psychological harm detrimental to the person's wellbeing; or

(ii) The injured, abused or neglected person's physical or psychological development is in jeopardy.

How can abuse, neglect and harm be recognised?

Abuse, neglect or harm may be suspected if there are significant changes in behaviour or the presence of new unexplained and/or suspicious injuries in a child. Behavioural or physical signs that assist in recognising child abuse are known as indicators. A single indicator can be as important as the presence of several indicators. A child's behaviour is likely to be affected if they are under stress. There can be many causes of stress, including child abuse, and it is important to work within your role to explore what maybe the cause of this stress. Each indicator needs to be considered in the context of other indicators and the child's circumstances.

Physical Abuse

Physical indicators can include -

- Bruises, burns, sprains, dislocations, bites, cuts.
- Fractured bones, especially in an infant where a fracture is unlikely to occur accidentally.
- Poisoning.
- Internal injuries.
- Bald patches where hair has been pulled out.

Possible behavioural indicators include -

- Showing wariness or distrust of adults.
- Wearing long sleeved clothes on hot days (to hide bruising or other injury).
- Demonstrating fear of parents and of going home.



- Becoming fearful when other children cry or shout.
- Being excessively friendly to strangers.
- Being very passive and compliant.
- Not reacting or showing little emotion when hurt.
- Showing little or no fear when threatened.
- Often being absent.
- Showing regressive behaviour such as bed-wetting.
- Often feeling sad or crying.

Sexual Abuse

A child is sexually abused when any person uses their authority or power over the child to engage in sexual activity. This can include exploitation through pornography or voyeurism. Sexual abuse is not usually identified through physical indicators. Often the first sign is when a child tells someone they trust that they have been sexually abused. However, the presence of sexually transmitted diseases, pregnancy, or vaginal or anal bleeding or discharge may indicate sexual abuse.

Physical indicators include -

- Injury to the genital or rectal area.
- Vaginal or anal bleeding or discharge.
- Discomfort in toileting.
- Inflammation and infection of genital area.
- Bruising.
- Frequent urinary tract infections.

One or more of these behavioural indicators may be present -

- Child telling someone that sexual abuse has occurred.
- Complaining of headaches or stomach pains.
- Experiencing problems with schoolwork.
- Displaying sexual behaviour or knowledge that is unusual for the child's age.
- Showing behaviour such as frequent rocking, sucking and biting.



- Experiencing difficulties in sleeping.
- Having difficulties in relating to adults and peers.
- Drawing or telling stories that are sexually explicit.
- Showing aggressive behaviour, such as bed wetting.

Emotional Abuse

Emotional abuse happens when a child is repeatedly rejected, isolated or frightened by threats or by witnessing family violence. It also includes hostility, derogatory name-calling and putdowns or persistent coldness from a person to the extent the child's emotional development and behaviour is at serious risk of being impaired. There are few physical indicators, although emotional abuse may cause delays in emotional, mental, or even physical development.

Physical indicators include -

- Speech disorders.
- Delays in physical development.
- Failure to thrive.

Possible behavioural indicators include -

- Displaying low self-esteem.
- Tending to be withdrawn, passive and tearful.
- Displaying aggressive or demanding behaviour.
- Being highly anxious.
- Showing delayed speech.
- Acting like a much younger child, e.g. soiling, wetting pants.
- Displaying difficulties in relating to adults and peers.
- Showing mental or emotional displays.
- Having overly high standards and fear of failure.

Neglect

Physical indicators include -

- Frequent hunger.



- Malnutrition.
- Poor hygiene.
- Inappropriate clothing, e.g. summer clothes in winter.
- Left unsupervised for long periods.
- Medical needs not attended to.
- Abandoned by parents.

Possible behavioural indicators include -

- Stealing food or gorging when food is available.
- Staying at school outside school hours.
- Often being tired, falling asleep in class.
- Abusing alcohol or drugs.
- Displaying aggressive behaviour.
- Not getting on well with peers.
- Poor socializing habits.
- Withdrawn, listless, pale and thin.

The presence of indicators such as those described may alert early childcare professionals to the possibility that a child is being abused. It is important that anyone who has concerns that a child or young person is in need of protection contacts Child Safety for assistance and advice.

Family Violence

Family violence, either threatened or actual occurs within a family, including physical, verbal, emotional, psychological, sexual, financial and social abuse. Child Protection must be informed when there are strong indicators that family violence is placing a child at significant risk if danger.

Disclosure of abuse or neglect



A disclosure of abuse, harm or neglect occurs when someone, including a child, tells another about the harm that has happened or is likely to happen.

Disclosures of harm may start with -

- I think I saw...
- Somebody told me that...
- Just think you should know...
- I'm not sure what I want you to do, but...

When receiving a disclosure of harm an individual will –

- Remain calm and find a private place to talk.
- Tell the child that they have done the right thing in sharing, and, that someone who is in a position to help further will be told; Don't make promises that the secret will be kept.
- Only ask enough questions to confirm the need to report the matter; probing questions could cause distress, confusion and interfere with any later enquiries.
- Do not attempt to conduct an investigation or mediate an outcome between the parties involved.

Documenting a suspicion of harm

If an educator or others have concerns about the safety of a child, record all information in a non-judgmental and accurate manner as soon as possible. If a parent or guardian explains a noticeable mark on a child, record this observation as well as accurate details of the conversation. If unsafe or harmful actions are witnessed towards a child, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance.

Documenting a disclosure of harm

Complete an incident form or record the details as soon as possible so that they are accurately captured, including -

- Time, date and place of the disclosure.
- Word for word - what happened and what was said, including anything you said and any actions that have been taken.
- Date of report and signature.

If notes need to be recorded as the person is reporting the incident, explain the reasons for this (in case any later enquiry occurs).



Reporting the disclosure or suspicion of harm to authorities

Nurturing Family Day Care Scheme will not at any time conduct its own enquiries in relation to the disclosure or suspicion of harm or try to come to an agreement between the parties involved. The person who receives disclosure or suspects harm is to contact the relevant authority to ensure information provided is comprehensive and accurate.

The Plan for Managing Breaches of the Child and Youth Risk Management Strategy and the Child Protection Policy

This plan outlines the steps to be taken following a breach of the Child and Youth Risk Management Strategy and/or the Child Protection and Safe Environment Policy in order for the matter to be dealt with in a fair and supportive manner while highlighting the serious nature of such a breach. All educators, volunteers, staff and approved providers working with or around children have a duty of care to support and protect all children and a breach is when this does not occur, such as not following the procedures outlined in this policy.

A duty of care is breached if an individual -

- Does something that a reasonable person in that person's position would not do in a particular situation.
- Fails to do something that a reasonable person in that person's position would do in the same circumstances.
- Acts, or fails to act, in way that causes harm to someone the person owes a duty of care to.

A breach is also any action or inaction by any associated person with Nurturing Family Day Care Scheme: including children and young people, that fails to comply with any part of the Child and Youth Risk Management Strategy.

All personnel involved will be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the Child and Youth Risk Management Strategy or Child Protection Policy, the processes to manage a breach of the child protection risk management strategy and will ensure that breaches will be managed in a fair, unbiased and supportive manner.

Upon a breach, the following guidelines will be adhered to -

- All individuals concerned will be advised of the process.
- All individuals concerned will be able to provide their version of events.
- The details of the breach, including the versions of all individuals and the outcome will be recorded.
- Matters discussed in relation to the breach will be kept confidential.
- An appropriate outcome will be decided.



Depending on the nature of the breach, outcomes may include -

- Recording of a breach notice on the educator/s file.
- Highlighting the relevant element of the child and youth risk management strategy that was not met, for example, the code of conduct.
- Providing more frequent visits to the educator/s involved.
- Further education and training for all.
- Mediating between those involved in the incident (where appropriate).
- Disciplinary procedures, such as limiting the enrolled child to educator numbers, the ability to go on excursions, and/or the ability to continue being with Nurturing Family Day Care Scheme.
- Reviewing current policies and procedures or developing new policies and procedures to ensure that the risk to children is minimised.

Policies and Procedures for Compliance with the Blue Card System

Nurturing Family Day Care Scheme has created effective policies that state a current Working with Children checks – Blue Card - are required by all educators and residents over 18 years old before education and care can commence, and that they must remain current. The approved provider has made the decision that lapsed Blue Cards will not be enough for an educator to continue working, or for a resident to remain at the address. As part of the administrator’s role, reminders are emailed to educators to ensure that they reapply when there is between 2-3 months left before the Blue Card expires, with the approved providers – Louise Back and Kylie Bishoff – to be listed as the contact person on all application forms where it asks for organisation details. An individual may apply for an exemption if they can give significant evidence that they, to the best of their ability, ensured that the documents should have been processed in time, but due to the blue card system they are still awaiting a response for renewal. Registers are kept on all educators, including current residents, staff and students and volunteers to ensure that documentation is gathered and remains up to date at all times. If at any time a new resident is to live at the registered residence or venue, they are to have a current Blue Card before they can reside there, and the approved providers are to be notified of any changes that may affect an educator (all types), residents or visitors and their ability to be classified as a fit and proper person. Individuals residing at a registered residence require any volunteer Blue Cards become Adult Occupancy cards (if possible by Blue Card Services), and evidence of this change in details and the associated lodgement of forms are required to be forwarded to Nurturing Family Day Care Scheme’s office.

The register records the Blue Card information including -

Number:	Date of renewal/expiry:
Type:	Date confirmation was lodged:
Who sighted/stored card information:	Date sighted/stored:



Name of Approved Provider/Nominated Supervisor who sighted card:	Date sighted:
Date of renewal submission:	Date linkage was ceased:

The approved provider will ensure that –

- All applicants are notified that by signing the application form they are consenting to the screening process.
- They have sighted documents to confirm the identity of a person applying under Nurturing Family Day Care Scheme’s organisation as prescribed under the Act and will maintain these in the individual’s folder as evidence of identity.
- Will carefully check through the application form to ensure all sections have been appropriately completed. This will minimise unnecessary delays that can result if further information is required after receiving an incorrect or incomplete form.
- The following decision to not allow ANY applicants, including educators, staff, volunteers, residents or students to commence with Nurturing Family Day Care Scheme until after an application has been successful and they hold a valid blue card and positive notice is enforced.
- Will explicitly warn all personnel of Nurturing Family Day Care Scheme (educators, staff, volunteers, residents or students) that it is an offence for a ‘disqualified person’ to sign a blue card application form or a renewal form. It is an offence for the approved provider not to provide this warning.
- When an individual becomes associated with Nurturing Family Day Care Scheme, an existing Blue Card will be verified and –
 - o If the person holds a paid blue card, an Authorisation to confirm a valid card/application form will be lodged with Blue Card Services. This will ensure that the approved provider receives important notifications in relation to the blue card holder, including that the card has been cancelled or suspended.
 - o If the person holds a volunteer blue card and will be undertaking paid employment with Nurturing Family Day Care Scheme, a Volunteer to paid transfer form with Blue Card Services will be lodged. This will transfer their card from volunteer to paid status and will ensure that the approved provider receives important notifications in relation to the blue card holder, including that the card has been cancelled or suspended.
 - o If the person holds a volunteer blue card and will be an adult occupant at a registered residence, an Adult Occupancy form with Blue Card Services will be lodged to transfer from volunteer status. This will transfer their card from volunteer to adult occupancy (if possible by Blue Card Services) and will ensure that the approved provider receives important notifications in relation to the blue card holder, including that the card has been cancelled or suspended.
 - o If the person holds an adult occupancy blue card and will remain as such, an Authorisation to confirm a valid card/application form will be lodged with Blue Card Services. This will ensure that the approved provider receives important notifications in relation to the blue card holder, including that the card has been cancelled or suspended.
 - o If the person holds a volunteer blue card and will be undertaking voluntary employment with Nurturing Family Day Care Scheme or be a regular visitor to a registered residence or approved venue, an Authorisation to confirm a valid card/application form will be lodged with Blue Card



Services. This will ensure that the approved provider will receive important notifications in relation to the blue card holder, including that the card has been cancelled or suspended.

- When an individual no longer is associated with Nurturing Family Day Care Scheme an Applicant/cardholder no longer with organisation (for organisations) form will be lodged to advise Blue Card Services immediately.
- All individuals understand their obligation to advise the approved provider if there is a change in their police information, although they are not required to disclose the specific nature of the change, only that a change has occurred
- A Lodge a Change in police information notification to Blue Card Services will be lodged upon notification that there is a change in the individual's police information.
- If any individual receives –
 - o A negative notice or is a known disqualified person.
 - o A notice that a blue card or exemption card has been cancelled or suspended.
 - o A notification in relation to a serious change in criminal history is received from Blue Card Services.

The approved provider will ensure that the individual does not continue to undertake any child-related exposure/working within Nurturing Family Day Care Scheme from the moment notice is received, and that the individual will be removed from the scheme until a positive notice has been granted again or indefinitely if they no longer hold a Blue Card.

- Will record who first sighted/stored the Blue Card and if applicable the teacher registration, and the date it was sighted/stored.
- Will record the approved provider or nominated supervisor's name who sighted the Blue Card and if applicable the teacher registration, and the date it was sighted.
- Will ensure that a validation of a Blue Card is performed, and a photo of this validation is placed in the individual's file.
- Ensure that appropriate and confidential records in relation to the following are maintained.

Polices include –

- Assessment, Enrolment and Continued Coordination of an Educator Policy
- Assessment of Registered Residences and Approved Venues Policy
- Child Protection and Safe Environment Policy
- Collection and Storage of Confidential Documents Policy
- Incident, Injury, Trauma and Illness Policy
- Records and Register of Personnel Policy
- Visitors to a Registered Residence or Approved Venue Policy

A Risk Management Plan for High Risk Activities and Special Events

In addition to occupational health and safety concerns, the child and youth risk management strategy explores the high-risk activities and how are they managed appropriately. Nurturing Family Day Care Scheme ensure that both activities and excursions are planned for correctly and with hazards and risks assessed and managed effectively. In conjunction with the Excursion Policy, this policy highlights the requirements for all excursion destinations to have a current Risk Assessment and Management of Excursion Destination form to be completed with route maps and signed parent or guardian permission given on the Regular or Non-Regular



Excursion Forms. All high-risk activities are also required to have a Risk Assessment and Management of an Activity Form completed to reduce potential and existing hazards to a child, using the Risk Assessment Matrix and Hierarchy of Controls.

Strategies for Communication and Support

Information for parent/s or guardian/s and educators

Creating safe and supportive service environments for children is vital for their continued health and well-being and is a community effort. Nurturing Family Day Care Scheme is committed to providing the highest standards of education and care for all children and ensuring that they are kept safe from harm. For safe and supportive education and care settings to be on the forefront of everyone's decisions and actions, Nurturing Family Day Care Scheme initiates and maintains ongoing planning and commitment. In a safe and supportive environment, the education and care provided ensures that every child:

- Feels safe and protected from harm.
- Is encouraged to help plan activities and make decisions.
- Is consulted and respected.
- Has their best interests considered and upheld.
- Has their rights met at all times.
- Never faces inappropriate disciplinary from adults

Nurturing Family Day Care Scheme works to minimise harm to children by -

- Making sure that children know that it is their right to feel safe at all times.
- Teaching them about acceptable and unacceptable behaviours.
- Letting all individuals know who is and who is not associated with Nurturing Family Day Care Scheme.
- Allowing all individuals to be a part of decision-making process.
- Making sure children are safe through active and diligent supervision in their activities and ensuring their environment meets all safety requirements.
- Taking the disclosures from a child seriously and following up their concerns.
- Letting children know there is no secret too awful or no story too terrible, that it can't be shared with someone trustworthy.



- Teaching children about appropriate and inappropriate contact in a manner fitting to their age and level of understanding.
- Teaching children to say, "no," to anything that makes them feel unsafe.
- Encouraging them to tell educators of any suspicious activities or people.
- Listening to children, and letting them know that educators are available for them if they have any concerns.

Educators aim to teach children -

- To recognise their feelings and express them verbally and non-verbally.
- That they can choose to change the way they are feeling, they are in control.
- That they have a right to feel safe at all times.
- To recognise the signs when they do not feel safe and when they need to be alert and think clearly.
- The difference between 'fun' scared that is the feeling of adventure and appropriate risk taking and dangerous scared that is not ok.
- The skills to feel safe and how to use them to stay safe.

Nurturing Family Day Care Scheme believes -

- Children are capable and competent learners and have the same range as adults.
- Children's emotions are real and important and need to be accepted by adults.
- That a response given to a child from an adult in a child's early stages of emotional development can be huge positive or one that is detrimental, depending on the adult's reaction.
- Children are very in touch with their body's reactions to their emotions.
- That children who retain, enhance and better understand their body's response to an emotion are more able to foresee the outcome, out a situation and avoid them or ask for help

It is important for all associated personnel, including but not limited to all educators, residents, staff, volunteers, students, families, parent/s or guardian/s, understand the Child and Youth Risk Management Strategy and all documented elements.

Child Safe Environment Procedure



Nurturing Family Day Care Scheme works diligently to ensure that the environment is safe for children and they are guarded from hazards and harm within the education and care setting. By working collaboratively with all individuals associated with the scheme, children are protected by –

- Ensuring they are adequately and actively supervised at all times by following the policies and procedures of Nurturing Family Day Care Scheme, including that which is listed within this policy.
- Being educated and cared for under the scheme’s Code of Conduct, Code of Ethics and the United Nations Convention on the Rights of the Child.
- That family day educators continually participate in training and development throughout the year, including the required training every 12 months on child protection/mandatory reporting.
- Child to educator ratios are maintained at all times, unless exceptions granted by the approved provider under the National Law and Regulations.
- That all required risk assessment and management plans are completed where required according to Nurturing Family Day Care Scheme’s policies and procedures.
- That a Registered and Assessment Certification has occurred before education and care begins at a registered residence or approved venue, when a change occurs and yearly, and all procedures within the Assessment of Registered Residence and Approved Venues Policy.
- That resources, equipment and furniture is maintained and positioned in a manner that minimizes the risk of harm to all children, removing any objects that are broken, potentially dangerous, or dangerous.
- That the registered residence or venue is maintained to the high standards as listed in the above policy, which is documented by confirming that a daily safety audit (based on the Daily Audit Statement contained below) has been performed before education and care takes place for the day and the checklist on Fully Booked confirmed and noted during coordination visits.

Daily Safety Audit Statement

The items on this list are to be used by a family day care educator as a prompt when completing the daily safety check before starting education and care for the day, and while comprehensive should not exclude the professional experience of the educator.

The registered residence or approved venue is to be thoroughly examined and upon being deemed safe and free of risk, the family day care educator is to declare this information on Fully Booked (which is checked by the approved provider).

Inside – all registered areas are to be made safe!

All entry & exit points (doors/windows) are locked	Keys are inaccessible to children
Furniture, resources and equipment are free of hazards (remove if broken/at risk of breaking)	Toys that are inappropriate (due to choking/projectiles/etc.) are removed
Plastic bags are inaccessible	All power points are covered
Floors are clean and dry	Cords around windows are inaccessible
Bathrooms and toilets are clean and prepared for children	Kitchens are clean and dangerous items made inaccessible
Sleep areas are clean and cots/beds free of hazards	Unregistered areas are made inaccessible
All chemicals, medicines and/or cleaners are removed or made inaccessible	All adults and the environment are free of tobacco, drugs or alcohol
Fans/heaters have been removed or are free of risk	Animal equipment is removed or made inaccessible



Emergency contact details are centrally displayed	Emergency evacuation sign/s and instructions are centrally displayed and near all listed exits
The scheme device is charged and ready for sign in/out	The educator's mobile phone is charged and ready in case of an emergency
The program is displayed or electronically available to parents or guardians	The weekly menu is displayed or electronically available to parents or guardians if food/beverages are provided

Outside – all registered areas are to be made safe!

All entry and exit points (gates) are locked	Keys are inaccessible to children
Furniture, resources and equipment are free of hazards (remove if broken/at risk of breaking)	Toys that are inappropriate (due to choking/projectiles/etc.) are removed
Fences are secure and maintained to ensure that they remain impenetrable	All areas around pools and fences are free of equipment which could be used to climb
Sheds and garages (not registered) are made inaccessible	Dangerous equipment and resources are removed or made inaccessible
Poisons substances or plants are removed	Bins are removed or made inaccessible to children
Animals are secured away from children unless having supervised visits.	Animal equipment/feces is removed or made inaccessible
Play areas are prepared as required (sandpits raked, soft fall positioned)	Hazards on the ground are removed and surfaces are in good condition.

Additional hazards to a specific registered residence or approved venue should be listed here

Sources

Education and Care Services National Law and Regulations 2011 (Updated October 2017)

- Section 3, Objectives and guiding principles.
- Section 165, Offence to inadequately supervise children.
- Section 166, Offence to use inappropriate discipline.
- Section 167, Offence relating to protection of children from harm and hazards.
- Section 269, Register of family day care educators.
- Reg 84, Awareness of child protection law.
- Reg 153, Register of family day care educators.
- Reg 154, Record of staff, family day care co-ordinators and family day care assistants.
- Reg 155, Interactions with children.
- Reg 163, Residents at a family day care residence and family day care educator assistants to be fit and proper persons.
- Reg 164, Requirement for notice of new persons at residence.
- Reg 166, Children not to be alone with visitors.
- Reg 168, Education and care services must have policies and procedures.
- Reg 169, Additional policies and procedures- family day care service.
- Reg 178, Prescribed enrolment and other documents to be kept by family day care educator.
- Reg 181, Confidentiality of records kept by approved provider.
- Reg 182, Confidentiality of records kept by family day care educator.
- Reg 183, Storage of records and other documents.



- **Reg 184, Storage of records after service approval transferred.**

National Quality Standard (Updated February 2018)

- **2.2, Each child is protected.**
- **2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.**
- **2.2.3, Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.**
- **4.1, Staffing arrangements enhance children's learning and development.**
- **5.2, Each child is supported to build and maintain sensitive and responsive relationships.**
- **6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.**
- **7.1, Governance supports the operation of a quality service.**
- **7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.**

Early Years Learning Framework

Blue Card Services

Child Protection Act 1999

National Health and Medical Research Council – NHMRC

Supporting Families, Changing Futures

The State Department of Queensland, Department of Communities, Child Safety and Disabilities Services.

UN Convention on the Rights of the Child

QLD Health

Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: September 2017

March 2018

March 2019

October 2019

Next review: October 2020