



# Providing a Child Safe Environment – NSW

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

## Policy statement

The National Principles for Child Safe Organisations, endorsed by all Australian governments, operationalise laws and regulations pertaining to child safety offer guidance on key actions and performance measures essential for the implementation of these standards in early education and care settings.

Jacaranda Preschool supports all children, with a strong commitment to ensuring their safety and creating a secure environment. The rights, interests, safety and wellbeing of children are of utmost importance. We implement the National Principles for Child Safe Organisations, child safety reforms, and foster a culture of safety and wellbeing. Our service promotes a sense of security and belonging, and acceptance of all children. We will provide training, resources, transparency, and guidance to support this in order to:

- ensure that the health, safety and wellbeing of children at the service is always prioritised
- ensure that people educating and caring for children at the service act in the best interests of the child
- protect and advocate the rights of all children to feel safe, and be safe, at all times
- maintaining a culture in which children's rights are respected
- encourage active participation from families at the service, supporting a partnership approach and shared responsibility for children's health, safety, wellbeing and development
- ensure compliance with the child safety reforms and ensure children's rights and best interests guide all decision making
- ensure the National Principles for Child Safe Organisations are implemented and regularly reviewed
- ensure that the Child Safe Standards are implemented and monitored, where endorsed and mandated by states and territories.

## Scope

### Responsibilities

This policy applies to all educators, families, and management of Jacaranda Preschool.

### Delegations

The Preschool Director and General Manager Corporate Services are responsible for the implementation of this policy.

## Goals / what are we going to do?

All children have the right to experience quality education and care in an environment that promotes opportunities to thrive with adults who safeguard and advocate for their health, safety, security and wellbeing including the right to:

- be asked to express their views and wishes about matters affecting their lives and to have those views appropriately considered by adults
- feel and be safe in their interactions with adults and other children and young people; and
- understand, as early as possible, what is meant by 'feeling and being safe'.

## Strategies / how will it be done?

### The physical environment

In order to promote a safe physical environment we will:

- ensure all equipment and materials used at the service meet relevant Australian safety standards
- conduct and complete daily checks of the indoor and outdoor environment and equipment
- remove, repair or replace worn and damaged buildings, structures, equipment and resources which may provide a safety risk for children in a timely manner
- maintain an equipment maintenance schedule
- ensure learning environments are established that provide appropriate child groupings, sufficient space, and include carefully chosen and well-maintained resources and equipment
- organise indoor and outdoor spaces to ensure risks to the health and safety are minimised
- conduct a risk assessment of the service environment on a quarterly basis to determine any risks to children's health and safety
- analyse and evaluate the risks associated with identified hazards
- determine appropriate ways to eliminate or control identified hazards
- review risk assessments after any serious incident report is made to the Regulatory Authority
- ensure smoking, vaping and e-cigarettes are banned within the grounds of, and within the legislated distance for our state/territory of any entrance of an enclosed public space
- ensure secure storage of hazardous products including chemicals and medications
- ensure regular monitoring of the environment and the needs of the children are met
- maintain safe environments for children.

### Digital technologies and the online environment

- Refer to the *Safe and Responsible Use of Digital Devices* policy.
- All stakeholders have a responsibility to ensure online safety, as their children grow up in digital contexts. Children will be provided information about online safety.

- Our service adheres to the National Model Code and Guidelines, and the Education and Care Services (Supply, Authorisation and Use of Devices) Order 2025, to comply with the effective and safe use of authorised digital and personal devices in daily practice.
- The National Model Code and the Guidelines, and the Education and Care Services (Supply, Authorisation and Use of Devices) Order 2025, advise that staff, students, volunteers and families regarding child safety risks and considerations for authorised use of personal and service devices in the centre.
- Our service adheres to the National Model Code and the Education and Care Services (Supply, Authorisation and Use of Devices) Order 2025, as follows:
  - Only service-issued electronic devices should be used when taking images or videos of children while providing education and care. The appropriate use of authorised, service-issued electronic devices for taking, sending and storing images or videos of children should be clearly outlined in policies and procedures.
  - Personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) are not to be in the possession of any person while providing education and care and working directly with children. Any exceptions to this should be for limited, essential purposes that are authorised in writing (or through another means if written authorisation is not reasonably practicable) by the approved provider at the service, and where that access does not impede the active supervision of children.
  - Essential purposes for which use and / or possession of a personal electronic device may be authorised for purposes other than taking images or recording videos of children.
  - Approved providers and their services should have strict controls in place for the appropriate storage and retention of images and videos of children.

(Source: Guidelines for the National Model Code - ACECQA and Australian Government eSafety Commissioner. (n.d.). Online safety for under 5s).

## Supervision

- Ensure sufficient numbers of educators are employed to ensure adequate supervision of children at all times.
- Manage rosters to not only ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements but that duty of care implications is considered to ensure adequate supervision at all times.

## Staff

- Ensure child safe recruitment practice, screening and suitability of staff, volunteers as per the legislation and policy at the time of employment and as part of an ongoing process.
- Working with Children Check, police checks or vulnerable people/children check details must be verified and included on volunteer staff records as required by state or territory specific legislation.
- Ensure rigorous induction processes for staff, volunteers and students that embed Child Safe Standards and practices of a child safe culture.

- Complete pre-employment child protection training, and annual refresher training.
- Respond proactively to emerging staff performance concerns.

## Child protection

- Ensure that all staff including educators, students and volunteers have current, verified working with children checks or equivalent as required by state or territory specific legislation.
- Ensure that all staff are given information and/or training about child protection law and any obligations they have under that law.
- Ensure risk management strategies are in place to support and protect the rights, interests, safety and well-being of all children.
- Refer to the *Child Protection Policy*.
- All educators and volunteers of our service are required to familiarise themselves with child protection legislation in their state/territory and take appropriate measures according to state/territory specific protocols if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concern about the safety, welfare or wellbeing of a child or young person.
- *Complaint handling policies* include policies and procedures for managing complaints about children exhibiting harmful sexual behaviours.
- *Complaint handling policies* and procedures are child focussed, in accordance with the National Principles for Child Safe Organisations and child safety reforms.
- Staff will undertake training in order to effectively:
  - make appropriate responses to all disclosures of abuse and any allegation of abuse against staff members of the service
  - understand the responsibilities and processes as a mandatory reporter (or equivalent)
  - meet legal obligations under section 166A and engage in appropriate conduct and interactions at all times
  - be able to recognise the factors that increase a child's vulnerability to maltreatment
  - be aware of the vulnerabilities which may indicate a need to assess, monitor or curtail the behaviour of individuals in relation to children and young people within organisations
  - implement procedures for releasing children only into the care of authorised persons.

## Preventing other harms and hazards

The service will ensure that:

- at a governance level, approved providers/nominated supervisors identify and manage risk that align with the child safety reforms and the Child Safe Standards (see [Risk management tips from the Office of the Children's Guardian](#) )
- risk assessments are conducted regularly for excursions and transportation provided or arranged by the service in conjunction with the service's *Excursions and/or Transportation of Children policies*
- risk minimisation practices are in place for the management of medical conditions in conjunction with the service's Medical Conditions policy

- emergency evacuation plans specific to the service are implemented in conjunction with the service’s Emergency and Evacuation policy
- if staff consume hot drinks, they are made and consumed away from children.

## Roles and Responsibilities

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| <p><b>Approved provider</b></p>    | <ul style="list-style-type: none"> <li>• Understand their responsibility under the child safety reforms and Reportable Conduct Scheme (NSW specific)</li> <li>• Ensure the service operates in line with the Education and Care Services National Law and National Regulations with regard to the delivery and collection of children at all times</li> <li>• Ensure all staff have access to mandatory and relevant professional development</li> <li>• Ensure that the Nominated Supervisor and staff members at the service who work with children are advised of current child protection legislation, its application, and any obligations that they may have under that law (Regulation 84)</li> <li>• Ensure risk assessments and action plans are completed, and all identified actions are taken to minimise risk</li> <li>• Promote a culture of where children’s rights, interests, safety and wellbeing underpin all aspects of the service’s operations</li> <li>• Take reasonable steps to ensure all staff area aware of their role and responsibilities, and that nominated supervisors, educators and staff follow service policies and procedures.</li> </ul> |
| <p><b>Nominated supervisor</b></p> | <ul style="list-style-type: none"> <li>• Understand their responsibility under the child safety reforms and Reportable Conduct Scheme (NSW specific)</li> <li>• Ensure risk assessments and action plans are completed, and all identified actions are taken to minimise risk</li> <li>• Take reasonable steps to ensure all staff area aware of their role and responsibilities, and that nominated supervisors, educators and staff follow service policies and procedures</li> <li>• Support educators and staff to make decisions that put children’s rights, interests, safety and wellbeing first</li> <li>• Follow all record keeping requirements</li> <li>• Continuously monitor and maintain staff to child ratios to ensure adequate supervision of children</li> <li>• Ensure employment screening and suitability processes are maintained to meet policy and legislated requirements</li> <li>• Identify and provide appropriate resources and training to assist staff, contractors, visitors, volunteers and students to implement this policy (refer to Sources)</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>● Keep up to date and comply with any relevant changes in legislation and practices in relation to this policy</li> <li>● Cooperate with other services and/or professionals in the best interests of children and their families</li> <li>● Ensure that families are made aware of support services available to them and of the assistance these services can provide</li> <li>● Ensure that all staff who work with children are supported to implement this policy in the service</li> <li>● Protect the rights of children and families and encourage their participation in decision-making at the service</li> <li>● Ensuring risk management strategies are understood and adhered to.</li> </ul>   |
| <p><b>Early childhood educators</b></p> | <ul style="list-style-type: none"> <li>● Act in accordance with the obligations outlined in this policy</li> <li>● Continuously monitor and maintain staff to child ratios to ensure adequate supervision of children</li> <li>● Ensure children and young people participate in decision making in matters affecting them, including in relation to safety issues and risk identification</li> <li>● Raise concerns when barriers or threats to the protection of children and young people's rights, interests, safety and wellbeing are identified, including through the conduct of other adults at the site/service</li> <li>● Keep up to date and comply with any relevant changes in legislation and practices in relation to this policy</li> <li>● Follow all record keeping requirements</li> <li>● Undertake appropriate training and education on child protection</li> <li>● Identify any potential for risk and harm to a child at the service and develop and implement effective prevention strategies in consultation with the approved provider and the nominated supervisor</li> <li>● Co-operate with other services and/or professionals in the best interests of children and their families</li> <li>● Inform families of support services available to them, and of the assistance these services can provide</li> <li>● Ensure that no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at the service</li> <li>● Implement the procedures for reporting suspected child abuse</li> <li>● Notify the nominated supervisor or the approved provider immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at the service</li> </ul> |

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|                 | <ul style="list-style-type: none"> <li>• Offer support to the child and their family, and to other and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at the service</li> <li>• Maintain confidentiality at all times</li> <li>• Adhere to all service policies that adhere to the Child Safe Standards</li> <li>• Understand and adhere to risk management strategies for the relevant children in their care.</li> </ul> |
| <b>Families</b> | <ul style="list-style-type: none"> <li>• Read and comply with this policy</li> <li>• Report any concerns, including in relation to potential for child abuse, to the Nominated Supervisor.</li> </ul>  |

## Monitoring, evaluation and review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 12 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

## Related Guidelines, Standards, Frameworks

- National Quality Standard, Quality Area 2: Children’s Health and Safety – Standard 2.2
- National Quality Standard, Quality Area 3: Physical Environment – Standard 3.1, 3.2
- National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, 7.2
- National Principles of Child Safe Organisations
- National Model Code for Taking Images or Videos of Children in Early Childhood Education and Care

## Related Legislation

- Education and Care Services National Law: Sections 3A, 18, 162A, 165, 166, 167, 20
- Education and Care Services National Regulations: Regulations 82, 83, 84, 99, 103, 115, 122, 123, 155, 158-159, 165, 168(2)(h)(ha), 175, 176
- [Education and Care Services \(Supply, Authorisation and Use of Devices\) Order 2025](#)
- Australian Child Protection Legislation  
[aifs.gov.au/cfca/publications/australian-child-protection-legislation](https://aifs.gov.au/cfca/publications/australian-child-protection-legislation)
- Australian Privacy Principles – [www.oaic.gov.au](http://www.oaic.gov.au)
- Privacy Act 1988 (Privacy Act) – [www.oaic.gov.au/privacy/privacy-legislation/the-privacy-act](http://www.oaic.gov.au/privacy/privacy-legislation/the-privacy-act)

## Related Policies

- Child Protection Policy
- Safe and Responsible Use of Digital Devices
- Supervision
- Smoke, Drug and Alcohol-Free Environment
- Participation of Volunteers and Students
- Professional Standards and Ethical Conduct
- Complaints Handling

| Version                | Date       | Review Date  |            |
|------------------------|------------|--|------------|
| 1.2                    | 01.05.2024 | 22.08.2026   | 16-02-2026 |
| <b>Review Dates</b>    | 20.06.2025 | 22-08-25   | 16-02-2027 |
|                        |            | Updates to the NQF review and National Regulations coming into effect from 01/09/2025. |            |
| <b>Amendment dates</b> | 16/02/2026 | Updates to comply with child safety reforms and Ministerial Direction                  |            |

## Sources

- Office of the Australian Information Commissioner – [www.oaic.gov.au](http://www.oaic.gov.au)
- NSW Office of the Children’s Guardian <https://ocg.nsw.gov.au/>
- (NSW Only) [Reporting Obligations Poster Resources | Office of the Children’s Guardian \(nsw.gov.au\)](#)
- NSW Dept of Education: [Guide on the Child Safe Standards for early childhood education and outside school hours care services \(nsw.gov.au\)](#)
- (NSW only) [Child Safe Standards Fact Sheet](#)
- Australian Children’s Education and Care Quality Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au)
- ACECQA’s Guide to the National Quality Framework
- Australian Institute of Family Studies: Pre-employment screening: Working With Children Checks and Police Checks - [aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks](http://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks)
- Childsafety Australia – [www.childsafetyaustralia.com.au](http://www.childsafetyaustralia.com.au)
- United Nations Convention on the Rights of the Child – [www.unicef.org.au](http://www.unicef.org.au)
- The Supporting young children’s rights: Statement of intent (2015-2018) – [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- Australian Human Rights Commission – [www.humanrights.gov.au](http://www.humanrights.gov.au)
- Australian Childhood Foundation – [www.childhood.org.au](http://www.childhood.org.au)
- UNICEF The Convention on the Rights of the Child: The children’s version - [www.unicef.org/child-rights-convention/convention-text-childrens-version](http://www.unicef.org/child-rights-convention/convention-text-childrens-version)
- National Model Code - [www.acecqa.gov.au/national-model-code-taking-images-early-childhood-education-and-care](http://www.acecqa.gov.au/national-model-code-taking-images-early-childhood-education-and-care)