

CHILD SAFE ENVIRONMENT POLICY

REED is committed to child safety and upholding children's rights to be protected from harm, in line with the United Nations Convention on the Rights of the Child. In accordance with Regulations 168 and 170 of the Education and Care Services National Regulations, we implement and actively follow policies and procedures to maintain a child safe environment. Our services embed the National Principles for Child Safe Organisations and foster a culture of safety, wellbeing, and inclusion—both in physical and online environments.

PURPOSE

REED has a legal and ethical duty to provide a safe, respectful, and inclusive environment where every child is protected from harm and supported to reach their full potential

SCOPE

This policy applies to The Approved Provider, Nominated Supervisors, Educators, Staff, Volunteers, Visitors and Families.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

R 82	Tobacco, drug and alcohol-free environment	R 166	Children not to be alone with visitors
R 84	Awareness of child protection law	R 167	Record of service's compliance
R 83	Staff members must not be affected by alcohol or drugs	R 168	Education and care service must have policies and procedures
R 102(A-D)	Transportation of children (risk assessments and authorisations)	R 168 (h)	Providing a child safe environment
R 103	Premises, furniture and equipment to be safe, clean and in good repair	R 170	Policies and procedures to be followed
R 105	Furniture, materials and equipment	R 171	Policies and procedures to be kept
R 115	Facilities designed to facilitate supervision	R 175(d)(e)	Prescribed information to be notified to Regulatory Authority
R 122	Educators must be working directly with children to be included in ratios	S162 (A)	Child Protection Training
R 123	Educator to child ratios- centre based services	S166	Offence to use inappropriate discipline
R 145	Staff record	S165	Offence to inadequately supervise children
R 155	Interactions with children	S167	Offence relating to protection of children from harm and hazards
R 165	Record of visitors		

NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

REED is a child safe organisation that upholds the National Principles for Child Safe Organisations and the Child Safe Standards recommended by the Royal Commission. We prioritise children's safety, wellbeing, participation, and empowerment, with zero tolerance for abuse.

We foster inclusive environments that promote cultural safety for Aboriginal and Torres Strait Islander children, children from diverse backgrounds, and children with disability. We actively listen to children and involve them in decisions that affect them.

To support child safety, REED does not use unsafe or inappropriate equipment, including baby walkers, rockers, portable cots, or bumbo seats. Prams and strollers are used only for transportation—not for sleeping.

(Primary Policy – Child Safeguarding Policy)

RECRUITMENT

Our Service follows a thorough recruitment and screening process to ensure all staff and educators are suitably qualified, experienced, and committed to child safety. All applicants undergo interviews, reference checks, and must declare any prohibition notices (Reg 188), which are verified by the approved provider. Candidates for key roles must also complete a Compliance History notice, and current staff are encouraged to disclose any enforcement actions.

All new staff, students, and volunteers complete a comprehensive induction covering our Code of Conduct, child protection obligations, grievance procedures, and WHS. Understanding mandatory reporting duties and the Child Protection Policy is a core part of this process.

[Primary policies – Probation, Induction and Orientation; Recruitment]

WORKING WITH CHILD CHECK

In line with the Child Protection Act and National Regulations, REED prioritises the safety and wellbeing of all children. A valid Working with Children Check (WWCC) is mandatory for all individuals engaged in child-related work.

[Primary policy - Staffing Arrangements and Recruitment Policy]

CHILD PROTECTION- REPORTABLE CONDUCT SCHEME

Children have the right to be safe and protected. Our Service ensures all staff, educators, students, and volunteers understand their legal obligations under current child protection laws and are aware that child safety is everyone's responsibility.

All staff in contact with children are mandatory reporters and will report suspected risk of significant harm. Failure to do so may be a criminal offence. Regular training is provided to ensure staff are confident in identifying, responding to, and reporting abuse, in line with Western Australia legislation and our Child Protection Policy (Reg. 84).

All REED employees will complete approved annual child protection training. Management is legally required to report any allegations, misconduct, or convictions involving harm or risk of harm to children to Education and Care Regulatory Unit

We are committed to supporting all parties involved in a report, maintaining confidentiality, and prioritising the safety and wellbeing of children at all times.

[Primary policy - Child Protection Policy]

CHILD PROTECTION- ALLEGATIONS AGAINST EMPLOYEES

To protect children and ensure their safety, welfare and wellbeing, management is responsive to report allegations or convictions of child abuse and child related misconduct by any staff member as per legislative requirements

[Primary policy – Child Protection Policy]

COMMUNICATION

We are committed to fostering respectful, positive relationships with children, families, staff, and educators while maintaining a child-safe environment. Clear communication and access to policies are provided to all stakeholders, with the policies available in service. We encourage feedback through surveys, conversations, or direct communication with management.

[Primary policies – Child Protection, Code of Conduct, Interactions with Children]

PARTICIPATION OF FAMILIES AND CHILDREN

We welcome families to engage openly with our Service and encourage questions about how we ensure child safety. Families are invited to collaborate on key decisions through policy reviews and feedback.

We promote a child-safe culture where children are heard, empowered to speak up, and supported in sharing concerns. We provide child-friendly channels for complaints and tailor support to each child's communication needs.

[Primary policies - Dealing with Complaints; Interactions with Children]

REPORTING AND RESPONDING TO GENERAL COMPLAINTS

Feedback from children, families, staff, and the community helps us continually improve our Service. We ensure all staff, volunteers, and students understand how children may express concerns or disclose harm, including behaviours that may be harmful to themselves or others.

All complaints are managed with fairness, following principles of natural justice:

- The right to be heard
- The right to an unbiased decision
- The right to decisions based on evidence

A clearly displayed notice in the foyer provides contact details for lodging complaints. Staff are trained in the complaint process during induction, and families are informed during enrolment.

Serious complaints, including those alleging a breach of the National Law or risk to a child's safety or wellbeing, are reported to the Regulatory Authority within 24 hours. If a complainant is dissatisfied with the process, they may contact the Regulatory Authority directly.

[Primary policies – Dealing with Complaints]

SUPERVISION

Supervision is based on each child's age, ability, and needs. Younger children require closer support. Educators will ensure active supervision across both indoor and outdoor areas when used simultaneously.

(Primary policy – Supervision Policy)

PHYSICAL ENVIRONMENT – SAFETY CHECKLISTS

Children's safety is embedded in our daily practice. REED conducts regular risk assessments and works with children to set safe play guidelines, including for risky play. Educators understand their duty of care and actively maintain a safe physical environment.

[Primary policies – Code of Conduct, Supervision, Sleep and Rest, Nappy Change and Toileting, Health and Safety]

STORAGE OF HAZARDOUS SUBSTANCES

We prioritise safety by ensuring all hazardous substances and equipment are stored securely out of children's reach. A register of hazardous chemicals, along with current Safety Data Sheets (SDS), is maintained by management and staff. All substances are handled and stored according to safety guidelines.

[Primary policies – Safe Storage of Hazardous Chemicals, Administration of Medication]

EQUIPMENT, FURNITURE & MAINTENANCE RECORD

REED regularly audits all equipment, furniture, and premises to ensure they are safe, clean, and in good repair. Educators assess toys and materials for developmental appropriateness, and checks are conducted routinely to prevent hazards and uphold Australian Safety Standards.

[Primary policy – Furniture and Equipment Safety Policy]

RISK ASSESSMENT & RISK ASSESSMENT TOOL

Management and educators are legislatively required to implement a risk management system to identify, assess, control, and monitor hazards, ensuring a child safe environment. The process includes:

1. Identifying hazards
2. Assessing associated risks
3. Implementing controls
4. Reviewing and improving safety practices

EMERGENCY AND EVACUATION PROCEDURES

Management will ensure emergency and evacuation floor plans are prominently displayed near all exits, including indoor and outdoor areas. All staff are trained and familiar with these procedures, and rehearsals, including lockdown drills, are conducted at least every 90 days.

ARRIVAL AND DEPARTURE AUTHORISATION

REED prioritises children's safety by releasing them only to authorised persons listed on the enrolment form. Families must provide current court orders or parenting plans to keep records accurate.

In line with National Regulations, REED records all children's and visitors' arrivals and departures, including signatures or electronic authorisations verifying identities.

Educators follow relevant policies to ensure children feel safe during arrival and collection and are legally required to check ID for anyone collecting a child. If someone not listed on emergency contacts is authorised to collect a child, parents and educators complete an Authorisation Form.

[Primary policies – Delivery of children to and collection from an education and care service Policy, Student and Visitors]

CODE OF CONDUCT

This policy should be read in conjunction with the Code of Conduct

[Primary policies – Code of Conduct; Privacy and Confidentiality]

SAFE USE OF DIGITAL TECHNOLOGIES AND ONLINE SAFETY

REED is committed to maintaining a safe online environment in collaboration with staff, families, and the community. Security measures, including antivirus protection and restricted access to inappropriate content, are in place across all services. Data is regularly backed up and securely stored, and software is kept up to date.

Families receive information about our secure digital platform used for sharing observations and documentation. Passwords must remain confidential. Written consent is obtained at enrolment for children to use technology and for the collection and use of images.

Personal electronic devices must not be used to photograph or film children. Only approved educational programs are used, and children are always supervised during digital activities. The use of images complies with privacy legislation. REED does not currently use CCTV at any service location. In accordance with Regulation 168(2)(h), digital images and videos of children captured on REED service devices—and any printed copies—are used solely for educational and documentation purposes, with prior written consent from families. These records are securely stored and are destroyed either annually or immediately upon a child's exit from the service. Destruction is carried out in a manner that ensures privacy, confidentiality, and protection from unauthorised access, use, or distribution.

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

CONTINUOUS REVIEW

REED is committed to ongoing review and improvement of our child safe practices to maintain a safe and supportive environment. All educators, staff, students, and volunteers will understand and implement our child safety policies effectively.

Policies and procedures are reviewed regularly, with input from children, families, staff, and the wider community. Updates are communicated to all stakeholders.

RELATED DOCUMENTS

RESOURCES	POLICIES & RELATED PROCEDURES	
1PLACE – Compliance checklists Risk Assessments ACECQA Fact Sheets	Delivery to and collection from an education and care service Policy Child Protection Policy Child Safeguarding Policy Code of Conduct – Child Safeguarding Code of Conduct Dealing with Complaints Excursion Policy Furniture and Equipment Safety Policy Interactions with Children Policy	Medical Conditions Policy Physical Environment Policy Privacy and Confidentiality Policy Recruitment Policy Storage of Hazardous Chemicals Policy Transportation Policy Staffing Arrangements Policy Sun Safety Policy Supervision Policy Water Safety Policy Work Health and Safety Policy safety

SOURCE

Australian Children’s Education & Care Quality Authority. (2023). Policy and procedure guidelines. [Providing a Child Safe Environment](#).

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

Australian Children’s Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#)

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

Australian Government. Department of Skills. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0, 2022

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).

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

[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

Work Health and Safety Act (2011).

REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
September 2025	<ul style="list-style-type: none"> NEW POLICY 	September 2027