CHILD SAFETY AND WELLBEING POLICY - VIC

Our Service is committed to ensuring the safety, wellbeing and best interests of all children and young people in every aspect of our operations. We have zero tolerance for child abuse, neglect or harm, and are dedicated to implementing high-quality child safe practices that protect children.

Our Service embeds the Victorian Child Safe Standards through leadership, governance and daily practice, fostering a culture in which child safety and wellbeing are actively promoted and risks of harm are identified, reduced and responded to promptly. We strive to create environments where children feel safe, secure, respected and included, and have a strong sense of belonging.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child safety and protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service that is child safe.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 51	Conditions on service approval
S.162A	Child protection training

S. 162B	Child safety training
S.165	Offence to inadequately supervise children
S.166	Offence to use inappropriate discipline
S.166A	Offences relating to inappropriate conduct
S.167	Offence relating to protection of children from harm and hazards
Part 6A	Devices in education and care services
S. 188	Offence to engage person to whom prohibition notice applies
12	Meaning of serious incident
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
102AAB	Safe arrival of children policies and procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios—centre-based services
128B	Child protection training
128D	Foundation child safety training
128E	Advanced child safety training
136	First aid qualifications
145	Staff record
149	Volunteers and students
154A	National Early Childhood Worker Register
155	Interactions with children
162	Health information to be kept in enrolment record
167	Record of service's compliance

168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
175	Prescribed information to be notified to Regulatory Authority
176B	Nominated supervisor, staff member or volunteer must notify approved provider of changes
176C	Approved providers must notify Regulatory Authority of changes
358	Working with children check—nominated supervisors, staff members and volunteers

RELATED LEGISLATION

Crimes Act 1958 (Vic) (including the Failure to Disclose and Failure to Protect offences)	*Family Law Act 1975 (Cth)*
Child Wellbeing and Safety Act 2005 (including Reportable Conduct Scheme) (Vic)	*Family Violence Protection Act 2008 (Vic)*
Children, Youth and Families Act 2005 (Vic)	*Worker Screening Act 2020 (Vic)*
Commission for Children and Young People Act 2012 (Vic)	

RELATED POLICIES

Additional Needs Policy Anti-Bias and Inclusion Policy Behaviour Guidance: Bullying Policy Bullying, Discrimination and Harassment Policy Child Information Sharing and Family Violence Reforms Policy Child Protection Policy Code of Conduct Policy Dealing with Complaints Policy ECIP Management Policy Family Communication Policy Governance Policy Interactions with Children, Families and Staff Policy Multicultural Policy Physical Environment Policy Performance Management Policy	Privacy and Confidentiality Policy Probation, Induction and Orientation Policy Professional Development Policy Protected Disclosures (Whistleblower) Policy Record Keeping and Retention Policy Recruitment Policy Reportable Conduct Scheme Policy (VIC) Respect for Children Policy Safe Use of Digital Technologies and Online Environments Policy Staffing Arrangements Policy Student, Volunteer and Visitors Policy Supervision Policy Tobacco, Drug and Alcohol-Free Policy Writing, Reviewing and Maintaining Policies Policy

PURPOSE

Our *Child Safety and Wellbeing Policy* ensures the Service meets all obligations and requirements under the Child Wellbeing Safety Act 2005 (Vic). This policy provides direction and guidance for all educators, staff and visitors (including students and volunteers) to comply with the Education and Care Services National Law and Education and Care Services National Regulations and the Victorian Child Safe Standards to ensure the Service places the safety, health, wellbeing and best interests of children as paramount in all operational decisions, actions and practices.

Our *Child Safety and Wellbeing Policy* forms part of an integrated framework of child safety policies and procedures that together support a strong child safe culture within the Service and its community.

SCOPE

This policy applies to families, staff, educators, approved provider, nominated supervisor, management, students, volunteers and visitors of the Service.

DEFINITIONS

For additional definitions and key terms used within this policy, refer to *Key Terms – Policies and Procedures*.

Child abuse: is any act, or failure to act, that harms or places a child or young person at risk of harm to their physical, psychological or emotional health, wellbeing or development. Child abuse may occur as a single incident or as a pattern of incidents over time and can occur within organisations as well as within families, particularly where power, authority, isolation or poor supervision increase risk to children.

Child Safe Standards: the Standards are a compulsory framework that supports organisations to promote the safety and wellbeing of children by requiring policies, procedures and processes to prevent, respond to and report child abuse and harm concerns and allegations. There are 11 Child Safe Standards.

Code of conduct: Together with a code of ethics, the code of conduct helps guide interactions between management, educators and staff, and informs the Service's decision-making processes relating to professional standards.

Complaint: An expression of dissatisfaction made to or about an organisation related to its products, services, staff or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required (AS/NZS 10002:2014 Complaint Management Standard).

Duty of care: refers to the legal responsibility to adequately protect children in care from harm. This common law concept applies to all staff members within any Victorian early childhood service and is usually expressed as "*a duty to take reasonable steps to protect children from injury that is reasonably foreseeable.*" Victoria State Government – Understand your obligations to protect children (2026).

Inappropriate conduct to a child: Is any behaviour that a reasonable person would consider to be inappropriate in an education and care service, taking into account the child's age, development, safety, wellbeing and the context of the interaction.

IMPLEMENTATION

Our Service is committed to creating and maintaining a child safe environment. All educators, staff and volunteers are responsible for promoting a culture of safety and wellbeing to minimise the risk of child abuse, neglect or harm to children while promoting children's sense of security and belonging.

Our Service has zero tolerance for any abuse against a child and endorses high-quality practices in relation to protecting children. We adhere to our comprehensive *Child Protection Policy* and uphold our mandatory reporting and child safety responsibilities to protect children from abuse, neglect and harm.

OUR COMMITMENT TO CHILD SAFETY AND WELLBEING

Our Service is committed to the safety and wellbeing of all children and young people. We understand our responsibilities and statutory duty of care to comply with the Victorian Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our *Statement of Commitment to Child Safety* demonstrates our commitment to protect children, uphold their rights, and embed a culture of child safety across all aspects of our operations. Our statement of commitment will be displayed at the Service entrance, published on the Service website and provided to families, staff and volunteers upon engagement with the Service.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- that obligations under the Education and Care Services National Law and Education and Care Services National Regulations are met, and children's safety and wellbeing are prioritised at all times
- all educators, staff, students and volunteers have knowledge of and adhere to this policy, the Victorian Child Safe Standards, the *Child Protection Policy* and associated child safe policies and

procedures

- families are aware of this *Child Safety and Wellbeing Policy* and procedure and are advised on how and where the policy can be accessed
- educators, staff, students and volunteers are provided with training and ongoing supervision to promote a child safe culture and ensure they understand that child safety is everyone's responsibility
- ensure that no child is subject to inappropriate conduct or inappropriate discipline
- understand their legal responsibilities to report any allegation or disclosure that any staff member, student or volunteer is engaging or has engaged in inappropriate conduct or inappropriate discipline to notify the regulatory authority and approved provider within 24 hours
- to regularly review and monitor child safe policies and procedures to support and maintain a culture of continuous improvement.

STAFF, EDUCATORS, VOLUNTEERS, STUDENTS AND VISITORS WILL: (where appropriate)

- ensure they adhere to this *Child Safety and Wellbeing Policy*, the *Child Protection Policy* and related child safe policies and procedures
- promote the welfare, safety, and wellbeing of children at the Service by creating and maintaining a child safe environment and adhering to the Victorian Child Safe Standards
- ensure that no child is subject to inappropriate conduct or inappropriate discipline
- understand their legal responsibilities to report any allegation or disclosure that a staff member, student or volunteer has engaged in inappropriate conduct or inappropriate discipline by notifying the approved provider within 24 hours. The approved provider will consequently notify the regulatory authority.

CHILD SAFE STANDARDS

In relation to Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

We promote a respectful, child safe culture that establishes a culturally safe environment for Aboriginal children and young people, while supporting all children to feel safe, respected and empowered to raise concerns, express their views and participate in decisions that affect them.

Our Service will regularly reflect on and review our cultural practices to determine the Service's journey and stage of cultural competence. A *Child Safety and Wellbeing Action Plan* has been developed to assist our

Service to document progress and compliance with Standard 1 and identify actions required for 'foundation steps' or identify compliance with 'further steps'.

Through the identification of our journey towards establishing a culturally safe organisation, our Service will:

- promote cultural safety for Aboriginal and Torres Strait Islander children and respect the diverse identities, cultures and histories of Aboriginal and Torres Strait Islander peoples
- demonstrate a commitment to reconciliation through meaningful actions, including developing a Reconciliation Action Plan (RAP), and engaging with Elders, Traditional Owners, families and local communities where appropriate
- embed Aboriginal and Torres Strait Islander perspectives into the Service through programs, and meaningful ways, such as Acknowledgement of Country, verbal and visual languages, and meaningful learning experiences for children
- develop cultural competence by reflecting on current practices, attending professional development, and providing guidance to ensure zero tolerance of racism, discrimination, and culturally unsafe behaviour
- foster inclusive practices by adhering to our *Anti-Bias and Inclusion* and *Respect for Children* policies, ensuring all children, families and staff feel welcomed and are treated equitably, with dignity and respect
- encourage the participation of Aboriginal and Torres Strait Islander communities in the education and care service, and support children's cultural identity, pride and wellbeing
- demonstrate our commitment to the cultural safety of Aboriginal children through our *Statement of Commitment to Child Safety* which is shared and communicated with children, families, staff, students, volunteers and the wider community.

In relation to Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Our Service is committed to ensuring that the safety, wellbeing, rights and best interests of children are the paramount consideration in all decisions, actions and operations of the Service.

In the planning, development and implementation of a *Child Safety and Wellbeing Policy,* our Service will:

- create and maintain a child safe environment in accordance with the Child Wellbeing and Safety Act 2005 (Vic) and the Child Safe Standards

- embed the 11 Child Safe Standards and ensure the *Child Safety and Wellbeing Policy* is implemented throughout all aspects of the Service
- prioritise children's safety in all leadership, operational and decision-making processes
- ensure the approved provider and management understand their child safety responsibilities and promote a child safe culture through accountability and continuous improvement
- ensure all staff, educators, students and visitors adhere to the Service's code of conduct, in accordance with our *Code of Conduct Policy*, and maintain a zero-tolerance approach to child abuse, with appropriate action taken in response to breaches, concerns and allegations
- promote a culture of openness and respect, where children, families and staff feel safe to raise concerns or disclose risks of harm
- communicate regularly with families and carers regarding child safety practices, policies and any relevant updates
- monitor and evaluate compliance through regular self-audits, team discussions, and reporting of incidents or allegations in accordance with the National Law, National Regulations and our *Child Protection Policy*
- monitor and maintain compliance with educator to child ratios at all times to meet legislative and regulatory requirements, providing adequate supervision and support to promote the safety and wellbeing of all children
- ensure all reportable notifications are submitted to the Victorian Early Childhood Regulatory Authority (VECRA) via the NQA ITS, as required by legislation.

In relation to Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

With a focus on children's rights to be heard, participate, and have their views taken seriously, our Service will:

- ensure every child is equally valued, and their unique qualities, abilities and cultural identity are recognised and respected
- provide a safe and supportive environment where children feel secure, included and heard
- ensure children and young people understand their rights and know how to raise concerns or make complaints through accessible child-focused processes (See *Dealing with Complaints Policy)*
- ensure families are informed about children's participation and are supported to collaborate with educators in promoting children's learning and wellbeing
- respect children's autonomy and consent while acknowledging children's requests, choices and their

right to say no, including in daily routines, activities, and use of their images

- encourage children to express their views, raise concerns and participate in decisions that affect their lives, safety and wellbeing
- promote positive friendships, peer support and respectful relationships by supporting children to develop empathy, inclusion, cooperation and the skills to resolve conflicts in safe and respectful ways
- empower children and young people to speak up if they are feeling unsafe or worried, and ensure their concerns, feedback and complaints are taken seriously and responded to appropriately and promptly
- provide children with age-appropriate learning about protective behaviours to support children to understand personal safety, body autonomy, recognising unsafe situations, identifying trusted adults and seeking help if they experience or are concerned about harm
- ensure educators regularly reflect on children's participation in the program to continuously improve practices
- ensure educators and staff adhere to the *Respect for Children, Child Protection, and Behaviour Guidance – Bullying* policies to support positive friendships and peer relationships by promoting inclusion, respect and social connection in daily practice.

In relation to Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing.

Our Service recognises families and communities as important partners in promoting child safety and wellbeing. Families are always welcomed and encouraged to ask questions on how we prioritise child safety. To inform and involve families and communities in establishing and maintaining a child safe culture and environment, our Service will:

- ensure families are engaged as partners in supporting children's rights, safety and best interests and cultural safety, acknowledging and valuing diverse cultural backgrounds, family identities and community connections
- ensure all families are welcomed and respected at our Service and are encouraged and supported to participate in decision-making, activities and initiatives that promote child safety and wellbeing
- ensure new families are provided with a *Family Handbook* during the enrolment and orientation process to share information regarding our child safety policies, procedures and expectations, including our *Child Safety and Wellbeing Policy*
- provide families and communities with accessible information about child safety practices, policies and procedures, considering diverse communication needs, including cultural and language

differences

- inform families about the processes for providing feedback and making complaints, and ensure feedback is welcomed and used to improve child safety practices
- ensure families are invited and encouraged to participate in the development and review of Service policies, Quality Improvement Plan and the Service philosophy
- provide ongoing opportunities for families to contribute to the Service program and share their views about children's experiences, safety and wellbeing
- maintain confidentiality and privacy in accordance with our *Privacy and Confidentiality Policy* when working with children, families and educators in relation to child protection matters
- respond to requests for information from Information Sharing Entities (ISEs) to improve children's wellbeing and safety under the Child Information Sharing Scheme (See *Child Information Sharing and Family Violence Reforms Policy)*.

In relation to Standard 5: Equity is upheld and diverse needs respected in policy and practice.

Our Service values and promotes equity, respect and awareness of diversity. We ensure an inclusive, responsive curriculum and environment that supports all children to participate fully and achieve positive learning outcomes. Our Service will:

- demonstrate a commitment to child safety and inclusion through policies, procedures and our *Statement of Commitment to Child Safety*
- promote the safety, participation and empowerment of Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds, children with disability and children with diverse abilities, identities and circumstances
- work in partnership with families and other professionals to gather information about children's strengths, interests, needs, cultural background, individual circumstances, and support that may be required
- ensure equitable participation of all children by adapting programs, resources and teaching strategies to support children's individual strengths, needs and circumstances
- foster inclusive practices through staff reflection, professional development and culturally responsive teaching
- provide training for staff and volunteers to understand and respond to diverse needs, promote inclusion, and prevent discrimination or harm
- promote respect and equality, with zero tolerance of racism, discrimination and exclusion, ensuring every child is valued and treated fairly

- recognise and respond to children experiencing vulnerability or disadvantage by providing appropriate support, reasonable adjustments and inclusive practices.

In relation to Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

To ensure educators, staff and volunteers are suitable and supported to uphold child safety and wellbeing, our Service will:

- implement rigorous child safe recruitment practices through consistent recruitment, screening and selection processes that include clear position statements, child safety responsibilities and selection criteria assessing knowledge of child safety and protection, professional boundaries and safeguarding children
- conduct thorough pre-employment checks, including verifying Working with Children Checks (WWCC), qualifications, criminal history (where applicable), prohibition notices and at least two professional references, including previous child-related employment, before commencement of engagement at the Service
- ensure we engage educators and staff who have the skills, experience, qualifications, and suitability for the position available and meet all legislative and regulatory requirements
- regularly monitor and verify that all registrations, checks and qualifications remain valid throughout employment or engagement
- maintain accurate records of all staff, students and volunteers within the National Early Childhood Worker Register
- ensure all new educators, staff, volunteers and visitors participate in a comprehensive induction process where they receive training and information on the Child Safe Standards, *Code of Conduct Policy*, *Child Protection Policy*, Reportable Conduct Scheme, mandatory reporting, and strategies to identify, assess and minimise risks to children
- support ongoing compliance and training, including ensuring all staff, educators, students and volunteers complete mandatory national child safety training
- ensure all staff and educators adhere to policies, including the *Safe Use of Digital Technologies and Online Environment Policy*
- foster a culture of safety, where all staff and educators understand their obligations and responsibilities to maintain a safe and supportive environment for children at all times.

In relation to Standard 7: Processes for complaints and concerns are child focused.

Our Service values feedback from children, families, educators, staff and the wider community as essential to maintain a safe, supportive and high-quality environment. We recognise that children may express concerns or disclose harm in different ways, and we are committed to responding appropriately, promptly and respectfully.

To ensure complaints and concerns are child focused, our Service will:

- ensure educators, staff and visitors follow and comply with the *Dealing with Complaints Policy* and *Reportable Conduct Scheme Policy* when concerns are raised
- ensure the complaints processes are child focused and accessible, supporting children to raise concerns safely and know how to provide feedback
- ensure families are informed about how to provide feedback, raise concerns and make complaints
- ensure educators and staff understand developmentally appropriate behaviours and know how to respond appropriately to behaviours of concern, such as concerning or harmful sexual behaviours and other child safety concerns (See *Dealing with Complaints Policy*)
- safeguard the interests of all children, their families, educators, staff and visitors, using procedures to ensure appropriate privacy and confidentiality practices are upheld
- investigate and document complaints or grievances fairly and impartially as per the *Complaints/Grievance Procedure*
- keep appropriate records of any complaint investigation and outcomes and store these records in accordance with our *Privacy and Confidentiality Policy* and *Record Keeping and Retention Policy*
- notify the regulatory authority within 24 hours if a complaint alleges the safety, health or wellbeing of a child is being compromised in accordance with legislative requirements
- provide support and guidance to staff, educators and volunteers to ensure they are aware of regulatory obligations to report prescribed information as per legislative requirements
- review complaints and grievances recorded in the *Complaints and Grievance Management Register* to identify trends, recurring issues and opportunities for improvement
- prominently display contact information, including the name and telephone number for lodging complaints, in the entrance of the Service
- ensure educators or staff report any inappropriate conduct, or inappropriate discipline or actions involving children by other staff or volunteers to management, in line with the *Reportable Conduct Scheme Policy.*

In relation to Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

To demonstrate our commitment to education and training for our educators, staff and volunteers, our Service will:

- provide educators, staff, students and volunteers with professional learning about the Child Safe Standards, children's rights and their responsibilities for promoting child safety and wellbeing, including recognising and responding to child safety concerns, supporting disclosures and promoting culturally safe environments
- provide ongoing training and professional development that supports educators, staff and volunteers to build the knowledge, skills and awareness needed to keep children safe, including trauma-informed practice, protective behaviours and child development
- ensure all educators, staff, students and volunteers complete mandatory national child safety training and EC Protect child protection training
- ensure educators and staff participate in professional development and reflective practice to continually improve child safety and wellbeing practices
- identify training needs for staff and volunteers through regular performance reviews (where appropriate), supervision and feedback
- maintain and regularly review records of professional development and training.

In relation to Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

As part of our commitment to providing safe physical and online environments that protect children from harm, our Service will:

Physical environments

- maintain safe physical environments by ensuring the Service premises, facilities and learning environments are regularly inspected, maintained and monitored to identify and address risks, support adequate supervision and respect children's privacy and dignity
- identify and manage risks by undertaking regular risk assessments to identify, prevent and manage potential risks of child abuse and harm, including supervision risks and risks associated with physical and online environments
- review Service risk assessments regularly, including annually and following incidents, complaints or concerns, with contributions from children, families, staff and volunteers.
- develop and regularly review clear emergency evacuation procedures, ensuring emergency rehearsals are conducted every 3 months
- maintain a tobacco, vaping devices, vaping substances, drugs and alcohol-free environment at all

times

- develop and review clear procedures for children's arrival and departure, ensuring children are only released to authorised persons as per enrolment records or regulatory requirements

Digital technologies and online environments

- ensure educators, staff, students and visitors are aware of and adhere to our *Safe Use of Digital Technologies and Online Environments Policy*
- identify and manage risks associated with children's use of digital technologies and online environments through regular risk assessments and risk management processes
- enforce strict procedures for the use of digital technologies, including the use of service-issued devices only, secure storage and disposal of images and video, and appropriate authorisation from families
- ensure educators and staff working directly with children are not in possession or use personal electronic devices capable of taking images or videos, in line with legislative requirements
- ensure clear rules and procedures are communicated to all educators and staff regarding the storage, disposal and use of images and videos
- ensure children are always appropriately supervised when accessing digital technologies and online environments
- only use educational software programs and apps that have been thoroughly examined and assessed for appropriate content prior to use by children
- provide families with information about the apps or software programs accessed by children at the Service
- work with information and communication technology (ICT) security specialists to maintain appropriate security systems and practices to protect children's safety and privacy online.

Child safe practices

- promote zero tolerance of abuse and inappropriate conduct, inappropriate discipline or corporal punishment, and uphold high-quality practices to safeguard children's safety and wellbeing
- ensure all educators, staff and visitors understand their roles and responsibilities in protecting children from abuse, neglect and harm
- ensure child safety practices are followed when engaging third-party contractors by verifying WWCCs, qualifications and references, and requiring compliance with the Child Safe Standards, code of conduct and child protection policies.

In relation to Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved.

To ensure the Child Safe Standards are effectively implemented, reviewed and continuously improved, our Service will:

- use feedback, reflections and review findings to inform the Quality Improvement Plan (QIP)
- maintain records of complaints, concerns and grievances, including investigations and outcomes
- review the effectiveness of the *Dealing with Complaints Policy* and procedures to ensure all complaints and grievances have been handled fairly and professionally
- review complaints, concerns and safety incidents to identify trends, underlying causes and opportunities to strengthen policies, procedures and child safe practices
- review complaints, concerns and safety incidents at our Service to identify trends, underlying causes and use these as opportunities to strengthen policies, procedures and child safe practices
- ensure each policy has a recommended review date stated in the 'review' section of the policy, documenting changes
- share the outcomes of relevant child safety reviews and improvements with educators, staff, children, families and the Service community, where appropriate

In relation to Standard 11: Policies and procedures document how the organisation is safe for children and young people.

To incorporate child safety in our policies and procedures and demonstrate how the organisation is safe for children, our Service will:

- ensure all policies and procedures are accessible to families, educators, staff, students and visitors, written in clear, easy-to-understand language and presented in a logical format
- ensure families who speak languages other than English can access and understand Service policies through translated materials or an interpreter (where appropriate)
- ensure policies and procedures reflect the Child Safe Standards, including clear statements about child safety, complaints, recruitment, risk management, code of conduct and reporting obligations
- develop, review and update policies and procedures collaboratively through consultation with management, staff, educators and families, and where appropriate children, informed by current legislation, the Standards and best practice guidelines
- ensure management actively champions, models, and monitors compliance with child safety and wellbeing policies and procedures

- provide supervision, training and guidance to ensure staff, educators and volunteers understand and implement child safety and wellbeing policies and procedures
- complete and regularly review risk assessments to identify, assess and minimise risks of child abuse and harm, including the *Child Protection Risk Assessment*, the *Child Safety and Wellbeing Risk Assessment*, the *Supervision Risk Assessment*, and the *Safe Use of Digital Technologies and Online Environments Risk Assessment*
- ensure information about our *Dealing with Complaints Policy* is easily accessible to all families and that contact information for complaints is clearly displayed at the entrance to our Service

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Child Safety and Wellbeing Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management. All families will be notified 14 days before any policy change that may have a significant impact on the provision of education and care to any child enrolled at the Service or the family's ability to utilise the Service.

RELATED RESOURCES

Child Protection Risk Assessment	Child Safety and Wellbeing Risk Assessment
Child Safe Standards - Checklist	Supervision Risk Assessment
Child Safe Environment Risk Assessment	Statement of Commitment to Child Safety
Child Safety and Wellbeing Action Plan	Digital Technologies and Online Environments
Child Safety and Wellbeing Action Procedure	Risk Assessment

SOURCES

Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2025). *NQF Child Safe Culture Guide.*
Australian Children's Education & Care Quality Authority. (2026). Information sheet. *Using digital devices in centre-based education and care services.*
Commission for children and young people. *Creating a Child Safety and Wellbeing Policy*
Commission for children and young people. *A guide for creating a Child Safe Organisation*.
Department of Education Victoria. (2026) *Child Information Sharing Scheme*.
Department of Education Victoria. (2026) *Child Safe Standards guidance for early childhood services*.
Department of Education Victoria. (2026) *Child safety and wellbeing.*
Department of Education Victoria. (2026) *PROTECT for early childhood*.
Early Childhood Australia. (2016). *Code of Ethics*
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Victorian Government (2025). *Family Violence Information Sharing Scheme*
Working with Children Act 2005 (Vic)

REVIEW

POLICY REVIEWED BY	[NAME] Amy Flockhart	[POSITION] office admin	[DATE] 04/08/2026
POLICY REVIEWED	AUGUST 2026	NEXT REVIEW DATE	AUGUST 2027
VERSION NUMBER	V8.08.26		
MODIFICATIONS	• annual policy review • strengthened alignment with the Victorian Child Safe Standards • introduced additional definitions • removed duplicative and outdated content • updated content for accuracy, clarity and consistency • reviewed and updated sources as required		
PREVIOUS MODIFICATIONS			
FEBRUARY 2026	• major re-write of policy to merge the current Child Safe Environment Policy with *Child Safety and Wellbeing (Child Safe Environment Policy)* • included child safety reforms for Education and Care Services National Law- mandatory National child safety training, inappropriate conduct offences • sources checked and updated as required		