

KEEPING CHILDREN SAFE

CHILDREN'S HEALTH AND SAFETY (QUALITY AREA 2)



Part 1 - Purpose

To ensure all children's safety and wellbeing at all times within Early Childhood Centres.

Part 2 - Scope

This policy and procedure relates to Quality Areas Two and Five of the National Quality Standard.

This policy and procedure applies to all Educators and support staff employed to work in an Early Childhood Centre.

Part 3 - Policy

The health and safety of all children enrolled in our Early Childhood Centres is Northside's first priority.

Educators working directly with children are given a thorough understanding of Northside's expectations, policies and procedures upon beginning their employment. This includes ensuring that all Educators have a thorough understanding of their legal responsibilities under the National Quality Framework and the ACT Children and Young People Act (2008).

Northside ensures that all reporting requirements under the National Quality Framework (NQF) are understood and upheld, as well as implementing robust internal reporting processes and systems.

As an organisation that works with children and families experiencing vulnerability, Northside's Board and Executive Leadership Team ensures that as an Approved Provider for the Early Childhood Centres they provide rigorous oversight and risk mitigation at all levels within the organisation.

Part 4 - Procedures

4.1 Recruitment and induction of new educators (or support staff)

Northside will ensure that all new Educators (or other support staff) employed to work directly with children understand and meet all their regulatory and legal obligations, through:

- Conducting reference and background checks during the recruitment process;
- Ensuring that they have a current Working with Vulnerable People Card (WWVPC);
- Conducting an in-depth workplace induction before their first day of work, which includes:
 - Reading and signing their acknowledgement of key Northside Policies and Procedures, including the Code of Conduct;
 - Reading and signing their acknowledgement of key sector documents relating to working with young children, including "Keeping Children & Young People Safe: a guide to reporting child abuse and neglect in the ACT" and "Early Childhood Australia Code of Ethics";
 - A formal meeting with the Centre Director/Nominated Supervisor, which outlines their expectations regarding interactions and engagement with children

4.2 Ongoing Compliance

Northside will ensure that all Educators (or other support staff) working directly with children continue to meet their obligations to keep children safe through:

- Quarterly audits of WWVPCs across Children's Services;
- Robust internal reporting systems and processes, including reporting of any serious incidents through to the Leadership Team and the Board;
- Regular refresher training on Mandatory Reporting requirements are provided;
- Ongoing training, support and mentoring for Nominated Supervisors to further their understanding of their legal and regulatory responsibilities under the NQF;
- Strong linkages with external agencies supporting children and families in the A.C.T.

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Part 5 - Definitions

Northside: Northside Community Service, including all Services operated by both Community Services and Children's Services.

Approved Provider: A person who holds a provider approval under the National Quality Framework. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.

Nominated Supervisor: A person who is a certified supervisor, has been nominated by the Approved Provider to accept day-to-day management of the Early Childhood Centre and has consented to that nomination.

Certified Supervisor on Duty: A certified supervisor is placed in day-to-day charge of an education and care service if the approved provider or nominated supervisor nominates the certified supervisor as the person in day-to-day charge, and the certified supervisor accepts this nomination in writing.

Working with Vulnerable People Card: The WWVP Act requires those who work or volunteer with vulnerable people to have a background check and be registered. The Working with Vulnerable People Card is a card supplied to those who have had their application assessed and been deemed appropriate to work with people experiencing vulnerability, including young children.

Part 6 – Related Documents

Education and Care Services National Regulations

located at: <http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>

Children and Young People Act 2008

located at: <http://www.legislation.act.gov.au/a/2008-19/current/pdf/2008-19.pdf>

Early Childhood Australia Code of Ethics

located at: <http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>

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Part 8 – Revision History

Revision Date	Version No.	Change	Reference Sections
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