

ARMIDALE FAMILY DAY CARE

CHILD SAFE POLICY

Armidale Family Day Care is committed to upholding The United Nations Convention on the Rights of the Child (UNCRC) which outlines that children and young people have a right to be safe and cared for, no matter where they are or who they are with. Children have the right to be protected from violence, abuse, or neglect. When working with children and young people, it is important to understand children's rights and needs.

AFDC will embed the 'Child Safe Standards' and promotes a culture of safety and wellbeing in line with the NQS and National Regulation and Law.

<p>Related documentation</p> <p>Policy/policies:</p> <p>Related procedures:</p>	<p>Assessment, Approval and Re-assessment of Approved, Family Day Care Residence/Venue Policy, Arrival and Departure Policy, Child Protection Policy, Child Safe Risk Assessment Policy, Code of Conduct, Child Safe code of Conduct, Emergency Evacuation Policy, Excursion Policy, Governance Policy Injury, Incident, Trauma and Illness Policy Interactions with Children and Families Policy, Medical Conditions Policy, Nutrition and Food Safety Policy, Physical Environment Policy, Privacy and Confidentiality Policy, Safe Storage of Hazardous Chemicals Policy, Safe Transportation of Children Policy, Sleep and Rest Policy, Staffing Arrangements Policy, Student and Volunteer Policy, Sun Safe Policy, Supervision Policy, Water Safety Policy, Work Health and Safety Policy.</p>
<p>Regulation/s/ Standards:</p>	<p>82, 84, 102(A-D), 103, 104, 105, 106, 109, 115, 116, 117, 123A, 124, 136, 155, 162, 165, 168(h) 169(2)g, 170, 274, S162(A), S165, S167.</p>
<p>Source:</p>	<p>SOURCE:</p> <p>Australian Children's Education & Care Quality Authority. (2014). ACECQA. (2021). Policy and procedure guidelines. <i>Providing a Child Safe Environment</i>. Australian Government. Department of Skills,</p>

Education and Employment. *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*. (2009). Australian Government Department of Education, Skills and Employment. (2011). *My Time, Our Place: Framework for School Age Care in Australia*. Australian Human Rights Commission (2020). *Child Safe Organisations*.

<https://chilsafe.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. Department of Education NSW Providing a child safe environment <https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures/providing-a-child-safe-environment>

Education and Care Services National Law Act 2010. (Amended 2018). Education and Care Services National Regulations. (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). Guide to the National Quality Framework. (2018). (Amended 2020). NSW Department of Education (2021). [Guide to the Child Safe Standards for early childhood education and care and outside schools hours care services](#) NSW Government Office of the Children’s Guardian *A guide to the Child Safe Standards*. (2020). Revised National Quality Standard. (2018). [United Nations Convention of Rights of the Child, \(1989\). \(UNCRC\)](#) Work Health and Safety Act, (2011).

Date Effective: September 2023

Date for Review: September 2025

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Key Information

Children’s safety and wellbeing is paramount, and we aim to take all practical steps to protect children from harm. Our Robust risk assessments ensure approved Family Day Care Educator services or venues provide children and visitors with an environment that helps to make children feel safe and provides a sense of belonging.

Responsibilities

The Approved Provider, Coordinator, Educators, families and visitors of the Family Day Care Service ensure all children being educated and cared for are adequately supervised and every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Child Safe Standard:

Armidale Family Day Care is committed to being a child safe organisation and endorse the Child Safe

Standards, placing the protection of children as a priority of our responsibilities and obligations. This focus is reflected in our Service Policies, Procedures, Child Safe Code of Conduct and Child Safe Risk Assessments. These are understood and practiced by all Educators in their own homes/or venues.

Statement Commitment to child Safety:

- We will uphold the rights of children
- We will actively seek to listen to and empower children
- We will have a zero tolerance to child abuse
- We will take all allegations very seriously and will respond to them consistently
- We are committed to promoting a safe environment for children from diverse backgrounds and for children with disabilities.
- The Service has a Child Safe Code of Conduct. If you have any concerns about Educators, families or community members conduct around children, please contact the Manager or Nominated Supervisor of the service to discuss your concerns - 67725300.

Recruitment Process and Working With Children Check:

Working in conjunction with the Child Protection Act and National Regulations, the safety, welfare and wellbeing of children is paramount within our Family Day Care Service and community. All Staff and Educators, undergo an extensive recruitment screening and assessment process including consideration of their suitability for working and caring for children, clearance for a Working with Children Check and checking their criminal history before engagement with the Service.

Educators and family members are subject to have up to date records of Working with Children Check, including the Working with Children check number and the date on which each clearance expires.

The Approved Provider is responsible for ensuring all students and volunteers working with a Family Day Care Educator, hold a current Working with Children Check (WWCC).

Safety Checklists - Annual Assessments:

Regular safety checks maintain high standards of safety within Family Day Care residences or venues. Family Day Care Educators will complete daily checklists to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child.

Any findings that require attention will be either dealt with immediately or submitted into the maintenance book depending on priority. Coordinators must be notified of any areas that need immediate attention within the residence or venue and strategies will be put into place to manage the risk.

Annual Risk Assessment:

The Approved Provider/Coordinator will conduct an annual risk assessment of each family day care residence and approved venue to ensure that the health, safety, and wellbeing of children are protected. The assessment will ensure the Family Day Care residence and approved venue adheres to all regulatory requirements and all equipment; furniture uphold the Australian Safety Standards.

The premises and all equipment and furniture used within the Family Day Care Educator's residence is audited to ensure all aspects are safe, clean and in good repair. Family Day Care Educators are aware that toys and equipment need to be checked to ensure they are safe and developmentally appropriate

for children. Regular checks occur within the Family Day Care residence to ensure that all toys, furniture, and equipment are in good condition and working order.

Records of all assessments will be kept at the Armidale Family Day Care Co-ordination Unit office and the Family Day Care Educator's residence.

Supervision:

Children's safety is embedded in our day-to-day practices. Family Day Care Educators will provide effective and adequate supervision of children at all times. Family Day Care Educators will employ 'active supervision' strategies within the Family Day Care environment and when transporting children. Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision. Sleeping infants and toddlers will be closely monitored at regular intervals and will always be within sight and hearing distance of the Family Day Care Educator so a child's breathing, and the colour of their skin can be monitored.

To ensure compliance with regulations, educator to child ratio is 1:7 (except if Additional Approval has been granted in line with Reg 124 (C)). Family Day Care Educators are only permitted to provide education and care to a maximum of four (4) children preschool age or under (except if Additional Approval has been granted in line with Reg 124 (C)).

Code of conduct:

Family Day Care Educators will adhere to the FDC Service Code of Conduct.

Online Safety:

AFDC is committed to create and maintain a safe online environment with support and collaboration with Family Day Care Educators, families, and community by ensuring that they adhere to the AFDC social media Policy.

Armidale Family Day Care service ensures families are always welcome and feel comfortable asking question on how we prioritise child safety in our Family Day Residences and venues.