



Child Safe Policy

Commitment to Child Safety

Dubbo and District Preschool Kindergarten Incorporated (includes both Dubbo and District Preschool and Buninyong Preschool and henceforth will be referred to as Dubbo and District Preschools) are committed to the safety and welfare of children and young children. We aim to prevent the risk of abuse, misconduct and misuse of positional power. We will strive to inform all staff of their obligations and responsibilities in keeping children safe.

Introduction

This policy focuses on how we can make our Preschool safer for our children and applies to

- Staff members
- Committee members
- Volunteers
- Visitors
- Contractors
- Children and young people
- Families and carers.

Support for children's participation

Dubbo and District Preschool Kindergarten Incorporated supports the active participation of children in our service. We will endeavour to keep them safe at all times by:

- Respecting and valuing the children at all times.
- Listening to and respecting the child's view
- Providing adequate supervision and ensuring play environments are safe
- Ensuring that children are supervised by a minimum of two staff members at all times in a ratio of 1:10 and always work with a child/children in view of others.
- Managing pick-ups to ensure only nominated contacts pick up a child.
- Ensuring two staff always transport children on the bus.
- Ensuring physical conduct with children will be appropriate at all times.
- Another staff member will be asked to be a spotter when a staff member is changing a child - including nappy changes or toileting a child.
- A D&D staff member will accompany a visiting therapist when they are working with a child – eg Hear our Heart, STEPS, or request that they work with the child where they are easily viewed – eg speech therapy, OT, ACTT.

- We will endeavour to empower children by talking to them and letting them know what is happening eg eye or ear tests, dentist visits etc. Let the child have some degree of control.
- Personal phones will not be used to take images of a child.
- We will listen to and value children's ideas and opinions.
- We will empower children to speak up about their safety and the safety of their friends through education and involvement.
- We will report concerns appropriately and in a timely fashion in line with child protection procedures.
- We will challenge any inappropriate or harmful behaviour of any adult and report this accordingly
- Act appropriately in the presence of children
- Not take any inappropriate risks
- Communicate with children clearly and respectfully, using language they can understand.

Support for staff and educators

1. We promote respect, fairness and consideration for management, all educators, students and volunteers.
2. All new staff, volunteers and students will receive a copy of the Child Safe Policy, Code of Conduct and our Complaints policy.

Recruitment

1. Our service will maintain a rigorous and consistent recruitment, screening and selection process for all educators and office staff
2. We will ensure all educators and service staff have a Working with Children Check and have at least 2 referees (personal and or work) who are checked via phone. Perspective employees will have their Working with Children clearance number verified.
3. We will promote our code of conduct and the fact that our service is a Child Safe Service in all of our recruitment material

Complaints

1. Children, educators and families can raise complaints by approaching any room leader, the Director or Service Manager who will then report the issue to the Nominated Supervisor and the Approved Provider or Department if necessary.
2. Educators can raise complaints by approaching the Nominated Supervisor or the Service Manager.

Communication

1. We will hold regular information sessions for educators, volunteers and students.
2. Our policy will be discussed during induction sessions for all new educators/staff members/students/volunteers.
3. Policy available on the website or at the service on request. All new families will receive a copy of the Policy, Code of Conduct and the Family Handbook with details about how to make a complaint.

Sources & related Laws

NSW Office of the Children's Guardian

NSW Family Day Care Association Inc

Family Law Act 1975 (Commonwealth)

Children & Young Persons (Care & Protection) Act 1998

Review

The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from children, families, educators, co-ordinators, volunteers and students.