

Lady Gowrie Community Kindergartens

SUPPORTING CHILD SAFETY, CHILD WELLBEING AND PROVIDING A CHILD SAFE ENVIRONMENT POLICY

CONSIDERATIONS:

NATIONAL QUALITY STANDARDS	QA 2, QA 3, QA 4, QA 5, QA 6, QA 7
NATIONAL LAW ACT & NATIONAL REGULATIONS	Law Section: 162A, 165, 166, 167, 168 Regulations: 82, 84, 84B, 84C, 85-89, 90-95, 97-99, 103-110, 115, 122, 123, 145, 165-168, 170, 171, 172, 175
OTHER	Child Safe Organisations Act 2024 National Principles for Child Safe Organisations Statement of Shared Commitment United Nations Convention on the Rights of the Child Early Childhood Australia Code of Ethics

POLICY STATEMENT:

To ensure that an environment which supports safety for children is provided whilst the program is in operation, hazards and risks identified and these are minimised as far as possible through proactive strategies and regular review of systems and procedures.

The Approved Provider, Nominated Supervisor and staff are aware of their duty of care and procedures in providing a child safe environment. Children's safety and wellbeing is paramount and will be fostered through responsive relationships, engaging experiences and a safe and healthy environment.

The Kindergarten Service is committed to ensuring that all staff are aware of the Kindergarten commitment to the safety and wellbeing of children. All staff and volunteers are supported to be aware of their obligations to act ethically towards children and their roles and responsibilities in ensuring the safety and wellbeing of children.

RELEVANT FORMS/MATERIAL:

- The Kindergarten Handbook
- The Kindergarten Service Philosophy
- Staff Code of Conduct
- Parent / Volunteer / Contractor / Visitor Code of Conduct
- Lady Gowrie Community Kindergartens Access, Orientation and Communication Policy – Families and Children
- Lady Gowrie Community Kindergartens Behaviour Guidance Policy
- Lady Gowrie Community Kindergartens Bullying and Cyberbullying Policy
- Lady Gowrie Community Kindergartens Cleaning and Sanitisation (Including pest and weed management) Policy
- Lady Gowrie Community Kindergartens Child Protection Policy Prevention and Considerations

- Lady Gowrie Community Kindergartens Child Protection Policy Response and Reporting Process
- Lady Gowrie Community Kindergartens Emergency Procedures and Evacuation Policy
- Lady Gowrie Community Kindergartens Environmental Hazards and Critical Incident Policy
- Lady Gowrie Community Kindergartens Family and Community Participation Policy
- Lady Gowrie Community Kindergartens Grievance for Families Policy
- Lady Gowrie Community Kindergartens Incident, Injury and Trauma Policy
- Lady Gowrie Community Kindergartens Interactions with Children Policy
- Lady Gowrie Community Kindergartens Inclusion and Anti-Bias Policy
- Lady Gowrie Community Kindergartens Missing Child Response Policy
- Lady Gowrie Community Kindergartens Responsible Person and Staffing Arrangements Policy
- Lady Gowrie Community Kindergartens Safety and Supervision Policy
- Lady Gowrie Community Kindergartens Staff Personal Electronic Device, Mobile Phone, Tablet and Smart Watch Policy
- Lady Gowrie Community Kindergartens Student and Volunteer Policy
- Lady Gowrie Community Kindergartens Toileting and Nappy Change Policy
- Lady Gowrie Community Kindergartens Transportation of Children Policy
- Lady Gowrie Community Kindergartens Safe Use of Digital Technology and Interactive Media with Children Policy
- Lady Gowrie Community Kindergartens Work Health and Safety Policy
- Early Childhood Australia Code of Ethics
- United Nations Convention on the Rights of the Child
- Risk Assessment – Physical Environment
- Risk Assessment – Sleep and Rest
- Risk Assessment – Possible Emergencies
- Button Battery Safety Check
- Button Battery Register
- Button Battery Poster
- Kindergarten Maintenance Register
- Kindergarten Safety Checklists
- Kindergarten Staff Roster
- Kindergarten Service Child and Youth Risk Management Strategy

POLICY SPECIFIC SOURCES:

- Australian Human Rights Commission (2018). National Principles for Child Safe Organisations.
- ACECQA and Queensland Government, Department of Education Early Childhood Education and Care, Providing a Child Safe Environment policy guidelines.
- Queensland Government, Department of Education (2025) Statement of Shared Commitment
- Queensland Government, Department of Education (2025) Early Childhood Regulatory Authority Incident Prevention and Management video and resources
- ACECQA (2025) Child Safety NQF Child Safe Culture Guide.
- ACECQA (2025) Child Safety NQF Child Safe Culture Guide -Self assessment and risk assessment tool.
- ACECQA (2025) Child Safety NQF Online Safety Guide.
- ACECQA (2025) Child Safety NQF Online Safety – Self assessment and risk assessment

tool.

- ACECQA (2025) Child Safety – Incident Response Template – Responding to complaints, concerns, allegations and disclosures.
- ACECQA (2025) Child Safety Reporting and Responding Schemes – Key information, links and contacts tool.
- Queensland Government, Queensland Child and Family Commission (2025) Guidelines for implementing the universal principal and child safe standards in Queensland.
- Queensland Government, Queensland Child and Family Commission (2025) Quick reference guide to implementing the child safe standards in Queensland.
- Queensland Government, Queensland Child and Family Commission (2025) Self assessment tool for implementing the universal principle and child safe standards in Queensland.
- National Model Code For ECEC – Taking Images or Videos of Children Whilst Providing ECEC
- ACECQA (2024) Policy and Procedure Guidelines – Taking Images or Videos of Children While Providing Early Childhood Education and Care, Guidelines for the National Model Code
- ACECQA (2025) Policy and Procedure Guidelines – Safe Use of Digital Technologies and Online Environments.
- Queensland Government, Department of Education Regulating for Quality – Queensland's risk-based approach to regulating early childhood education and care.
- Early Childhood Australia (2022) Putting children first: child safe organisations, an everyday learning series title. K Walsh and R Smith.
- Queensland Government, Department of Education Regulating for Quality – Queensland's risk-based approach to regulating early childhood education and care.
- Early Childhood Australia (2022) Putting children first: child safe organisations, an everyday learning series title. K Walsh and R Smith.

POLICY GENERAL SOURCES:

- Australian Government, Department of Education for Ministerial Council, (2022). Belonging, Being and Becoming, The Early Years Learning Framework For Australia. V 2.0 Commonwealth of Australia
- The State of Queensland (Queensland Curriculum and Assessment Authority), 2024. Queensland Kindergarten Learning Guideline (QKLG). Queensland Curriculum and Assessment Authority: South Brisbane.
- Education and Care Services National Law Act (Queensland).
- Education and Care Services National Regulations.
- ACECQA Guide to the National Quality Framework.
(Accessed 2025)

Reviewed: August 2025

Date to be Reviewed : February 2027

IMPLEMENTATION	
BACKGROUND INFORMATION	Provision of an environment which supports children's safety and wellbeing is paramount and a key focus of all staff and the Executive Committee as Approved Provider each day the program is provided at the Kindergarten. The Education and Care Services National Regulations require policies and procedures to be in place for providing a child safe environment to minimise the risk of harm and hazard to children attending an education and care service. All children have the right to experience quality education and care in a safe and healthy environment, be it physical, emotional or social. The Kindergarten Service and all staff are committed to implementing the safe use of digital technologies, undertaking effective supervision should children be engaging in online environments and supporting children to have an awareness of online safety. During the program there will be regular opportunities for children to connect with staff and seek support if they need help or have concerns and a supportive approach will be undertaken in recognising and responding to children's enquires and concerns.
RESPONSIBILITIES WHAT YOU SHOULD DO APPROVED PROVIDER NOMINATED SUPERVISOR / SERVICE MANAGER STAFF	The Approved Provider in collaboration with the Nominated Supervisor / Service Manager, must take reasonable steps to ensure: • All children attending the Service are provided with a safe environment. • Children's wellbeing is paramount and they will be actively involved in decision-making to provide an environment that encourages them to reach their potential. • Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect. • At all times, reasonable precautions and adequate and effective supervision ensure children are protected from harm and hazard. • Procedures to effectively manage incidents and emergencies are in place and regularly rehearsed. • Nominated Supervisors, educators and staff members at the Service who work with children are advised of the existence and application of the current child protection law and any obligations that they may have under that law. • Where the program involves simultaneous use of indoor and outdoor environments, educators will effectively supervise children in both environments. • A supportive and effective induction and orientation process will be in place for staff, such that they have the opportunity to read policies and key documents and discuss their understanding of the implementation of these both during the induction period and after undertaking the position for a few weeks.

	• Educators / teachers are provided the opportunity to revisit, discuss and reflect on how a child safe environment is provided at the Service, this may include review of Supervision Guidelines, discussion of recent articles and material to be proactive in supporting child safety, review of behaviour guidance and or interactions with children strategies and resources, review of the procedure to identify, manage and lodge maintenance works, debriefing and reflection following a notifiable incident at the Service or within the broader sector. • A supportive and effective induction and orientation process will be in place for students and volunteers, to assist them in upholding the policies and procedures of the Service in relation to providing a child safe environment. • Nominated Supervisors will subscribe to key publications within the sector such as ACECQA newsletter, Regulatory Authority Bulletins, Department of Education A to Z e newsletter, NAPCAN newsletter and others, as relevant to the Service community to ensure that the Service has access to current information and the opportunity to further discuss ways in which to support a child safe environment when applicable. • The Approved Provider and Nominated Supervisor/s will be aware of and share information with staff in regards to the current Regulatory Priorities of the Regulatory Authority. The Approved Provider and Nominated Supervisor/s may share information through staff memo's, staff meetings, induction of staff and general discussions with staff in addition to sharing resources such as video clips, reflective questions, posters and professional reading material providing opportunities to discuss and reflect on how the service is minimising harm and hazards associated with the current Regulatory Priorities. • The Approved Provider and Nominated Supervisor should have a system through which risk assessments are regularly reviewed (at least annually) and consider input from a range of stakeholders. Where supervision of children's bathroom areas from either the indoor or outdoor learning environments poses a risk, strategies to manage this should be included in the physical environment risk assessment. • The physical environment risk assessment will include how the risk of scalds and burns from hot beverages or hot food is managed and minimised, this may include that staff, visitors and families can only access hot beverages in areas which are not accessible to children. • When planning Service events, the Approved Provider and Nominated Supervisor will consider and implement management strategies to provide a child safe environment, inclusive of known food allergies and minimising the spread of illness through effective hand hygiene processes, food storage, preparation and handling processes and awareness of and exclusion periods for illnesses. • The Service should have a system through which maintenance and safety of the learning environment is assessed. This may include daily safety checks and periodic inspections such as use of the Daily Running and Maintenance Affiliation Book list each term. The Service should have a process by which hazards, or maintenance works can be raised by stakeholders and actioned as required. The Responsible Person is able to immediately action a hazard where there is an imminent risk to safety and wellbeing and implement strategies to minimise the risk whilst consideration of planning for further works takes place. • Rostering of staff will meet legislation requirements and be recorded
--	---

	through the Staff Roster, as a record of educators working directly with children or showing staff that had non-contact or were in auxiliary roles. The Approved Provider and Nominated Supervisor will have procedures in place to minimise and manage the hazards posed by button batteries. This will include, completion of the Button Battery Register, undertaking regular Button Battery Safety Checks and displaying poster/s regarding Button Battery Safety.
INTERACTIONS WITH CHILDREN WHAT STAFF SHOULD KNOW AND DO	- The Approved Provider Nominated Supervisor, Responsible Person and all staff will be aware of and uphold the Queensland Statement of Shared Commitment. Staff will advocate that at all times, the Kindergarten provides an environment which is safe, and includes welcoming places for children to learn, grow and thrive. - Where necessary, staff will remind families and visitors of the Statement of Shared Commitment and the Kindergarten Code of Conduct. - Staff will be aware of and uphold the ECA Code of Ethics when planning the program and interacting with children. - Staff will be aware of and implement the United Nations Rights of the Child as far as reasonably practical and relevant to the context of the program. - Staff will implement and support one another to implement in particular the following Lady Gowrie Community Kindergartens Policies - Interactions with Children - Behaviour Guidance - Child Protection – Prevention and Considerations - Child Protection – Response and Reporting Process - The Approved Provider, Nominated Supervisor will support staff to be aware of appropriate interactions with children and that inappropriate discipline and inappropriate conduct are offences under the Education and Care Services National Law Act.
SAFE USE OF DIGITAL TECHNOLOGIES AND ONLINE ENVIRONMENTS WHAT STAFF SHOULD KNOW/DO	- Staff will be aware of and adhere to the Lady Gowrie Community Kindergartens Safe Use of Digital Technology and Interactive Media with Children Policy and Lady Gowrie Community Kindergartens Staff Personal Electronic Device, Mobile Phone, Tablet and Smart Watch Policy. - Only service-issued digital devices can be used when taking images or videos of children while providing education and care. - Personal devices that can take images or videos (such as tablets, phones, digital cameras, and smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives, and cloud storage) cannot be in the possession of any person while providing education and care and working directly with children in centre-based settings which includes kindergartens. - Kindergartens for which Lady Gowrie Qld is the Approved Provider, hold an additional service-issued device for use in emergencies which includes if the landline phone is not currently working. - Staff working at a Kindergarten for which Lady Gowrie Qld is the Approved Provider, are able to provide the main Kindergarten phone number should they need to be contacted by family or other relevant group in regards to a family emergency. - The National Model Code Part 3 outlines essential purposes for which use of and or possession of a personal device may be authorised for purposes other

	than taking images or recording videos of children. - Communication in an emergency situation involving a lost child, injury to child or staff member, or other serious incident, or in the case of a lockdown or evacuation of the service premises - personal health requirements, e.g. heart or blood sugar level monitoring - disability, e.g. where a personal electronic device is an essential means of communication for an educator or other staff member - family necessity, e.g. a worker with an ill or dying family member - technology failure, e.g. when a temporary outage of service-issued electronic devices has occurred, local emergency event occurring, to receive emergency notifications through government warning systems, for example, bushfire evacuation text notification - when undertaking excursions and additional communication devices support safety and communication whilst on excursion.
NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS IMPLEMENTATION OF THE UNIVERSAL PRINCIPLE AND CHILD SAFE STANDARDS IN QUEENSLAND WHAT STAFF SHOULD KNOW/DO	- The Approved Provider, Nominated Supervisor and staff should have opportunities to discuss and reflect on the implementation of the National Principles for Child Safe Organisations, the Universal Principle and Child Safe Standards in Queensland. - The Universal Principle is about creating environments that make Aboriginal and Torres Strait Islander people feel culturally safe, which broadly means welcome, safe, valued, included and respected. If an organisation isn't culturally safe, it's not child safe. - The Kindergarten Service team, will engage with the Queensland Family and Child Commission – Child Safe Organisations, Self-Assessment Tool for implementing the Universal Principle and Child Safe Standards in Queensland.
CHILD SAFETY RESOURCES APPROVED PROVIDER NOMINATED SUPERVISOR AND STAFF ENGAGEMENT AND AWARENESS	- The Approved Provide, Nominated Supervisor and Responsible Person will be aware of and support staff to implement procedures in relation to the following documents: - ACECQA (2025) Child Safety NQF Child Safe Culture Guide. - ACECQA (2025) Child Safety NQF Child Safe Culture Guide -Self assessment and risk assessment tool. - ACECQA (2025) Child Safety NQF Online Safety Guide. - ACECQA (2025) Child Safety NQF Online Safety – Self assessment and risk assessment tool. - ACECQA (2025) Child Safety – Incident Response Template – Responding to complaints, concerns, allegations and disclosures. - ACECQA (2025) Child Safety Reporting and Responding Schemes – Key information, links and contacts tool.
FURTHER POLICIES AND INFORMATION WHAT STAFF	Please refer to related policies/procedures listed below, to further support your practice and understanding in providing an environment which supports a child safe environment: Lady Gowrie Community Kindergartens Access, Orientation and

SHOULD KNOW	Communication Policy – Families and Children • Lady Gowrie Community Kindergartens Arrivals and Departures Policy • Lady Gowrie Community Kindergartens Administration of Medication Policy • Lady Gowrie Community Kindergartens Behaviour Guidance Policy • Lady Gowrie Community Kindergartens Bullying and Cyberbullying Policy • Lady Gowrie Community Kindergartens Cleaning and Sanitisation (Including pest and weed management) Policy • Lady Gowrie Community Kindergartens Child Protection Prevention and Considerations Policy • Lady Gowrie Community Kindergartens Child Protection Response and Reporting Process Policy • Lady Gowrie Community Kindergartens Emergency Procedures and Evacuation Policy • Lady Gowrie Community Kindergartens Environmental Hazards and Critical Incident Policy • Lady Gowrie Community Kindergartens Exclusion and Recording of Illness and Infectious Diseases Policy • Lady Gowrie Community Kindergartens Family and Community Participation Policy • Lady Gowrie Community Kindergartens First Aid Administration Policy • Lady Gowrie Community Kindergartens Grievance for Families Policy • Lady Gowrie Community Kindergartens Interactions with Children Policy • Lady Gowrie Community Kindergartens Inclusion and Anti-Bias Policy • Lady Gowrie Community Kindergartens Incident, Injury and Trauma Policy • Lady Gowrie Community Kindergartens Medical Conditions Policies • Lady Gowrie Community Kindergartens Missing Child Response Policy • Lady Gowrie Community Kindergartens Responsible Person and Staffing Arrangements Policy • Lady Gowrie Community Kindergartens Safety and Supervision Policy • Lady Gowrie Community Kindergartens Staff Personal Electronic Device, Mobile Phone, Tablet and Smart Watch Policy • Lady Gowrie Community Kindergartens Student and Volunteer Policy • Lady Gowrie Community Kindergartens Toileting and Nappy Change Policy • Lady Gowrie Community Kindergartens Transportation of Children Policy • Lady Gowrie Community Kindergartens Safe Use of Digital Technology and Interactive Media with Children Policy • Lady Gowrie Community Kindergartens Work Health and Safety Policy The Kindergarten Service and Lady Gowrie Qld is committed to providing a child safe environment and welcomes discussion and feedback from all stakeholders.
-------------	--