



# We are a Child Safe Early Childhood Service



- We have zero tolerance for child abuse
- We have systems in place to protect children
- We support and respect children with a disability and children from diverse cultures

*We believe children deserve to be  
happy, healthy and safe.*



## Our Commitment to Child Safety

### Child Safe Standard 1 - Culturally Safe Environments

*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.*

As a service we have embedded clear strategies for employees, students and volunteers which includes updating all handbooks, procedures and information around the centre.

As a public commitment to take action we have posters and other information in our written documents such as our newsletters and website that promotes that we a culturally safe environment.

Addressing any complaints with respect and consideration to cultural safety.

To address **Child Safe Standard 1: Culturally Safe Environments** we have updated and communicated the following policies to meet the requirements that address this standard:

- ❖ Child Safe Environments and Wellbeing
  - ❖ Inclusion and Equity
  - ❖ Code of Conduct
  - ❖ Interactions with Children
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- Professional development for all staff to extend on knowledge for protecting children, diversity, cultural equality and safety
  - Various holidays celebrated such as Naidoc week, Diwali, Lunar New year
  - Programming consists of honouring Aboriginal culture throughout the centre by learning about the acknowledgement, the land and flags.
  - Our plan of action is continuously being revised and updated to ensure all standards are developed and provide a culturally safe environment.



## Child Safe Standard 2 - Child safety and wellbeing

***Child safety and wellbeing is embedded in organisational leadership, governance and culture***

To address **Child Safe Standard 2: Child Safety and Wellbeing** we have developed and revised our Child Safe Environments and Wellbeing policy that details:

- a commitment to child safety
- actions the service will take to ensure a child safe culture is championed and modelled across the service
- processes that the service will use to review its child safe practices
- education of staff, students, and volunteers in their responsibilities for record keeping and reporting

### **Child Safety Risk Management**

All children are vulnerable to child safety risks. The Child Safe Standards require services to put in place systems and processes to help prevent harm to children. A thorough risk analysis is in place at KCC to prevent harm to children which includes:

#### ***Reporting Methods***

- injury on intake forms
- concern report
- confidential record

All child safety risks have severe consequences. At KCC we assess child safety risk with a focus on preventing and reducing child abuse and harm. We manage and monitor risks by regularly reviewing our risk assessment.



**It's everyone's responsibility**  
Adults at school must listen and respond to concerns about child abuse.

If you suspect abuse of any child or young person, you have a responsibility to report it, even if you are not sure.

**Further information & resources**  
[www.education.vic.gov.au/protect](http://www.education.vic.gov.au/protect)

***Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.***

To create a culture that values and promotes participation. This includes:

- enabling children to actively participate in creating a culture that is safe for them
- posters and brochures about safety and to speak up
- child safe policies and procedures

Engage children and young people in developing child-friendly versions of codes of conduct. Although we have mainly children under of 5 years, we have siblings and older children attend the service to visit as students as well.

**Toddlers / Preschoolers** - follow their lead in play experiences and help them to talk about their feelings, teach protective behaviours.

**Early primary age** - encourage open communication, share their feelings and opinions,

**Older children and teenagers** - youth friendly ways for them to share their thoughts and feedback.



***Families and communities are informed and involved in promoting child safety and wellbeing.***

We understand the importance of an open and transparent child safe culture for families and communities.

At KCC we provide families and communities with accessible information about their child safe policies and practices and involve them in their approach to child safety and wellbeing.

Involving families and communities in decisions relating to their children's safety and wellbeing:

- recognises the important role they play in monitoring children's safety and wellbeing and helping children to disclose concerns
- creates an open and transparent culture
- promotes a greater understanding of child safety
- encourages them to raise concerns or ideas for improvement.

To comply with this standard, we:

- make sure families participate in child safety and wellbeing decisions which affect their child
- engage and openly communicate with families about its child safe approach
- make child safety information accessible and publicly available
- involve families in developing and reviewing child safety and wellbeing policies and practices
- inform families and carers about the centres governance and approach to child safety and wellbeing, including roles and responsibilities of staff.

We aim to create a welcoming environment and take the following actions to support family engagement:

- The Coordinator is the nominated contact person for new enrolments and their details are provided in induction materials
- Provide new enrolments with family welcome packs that includes information about child safety in our policies and handbooks
- Host community events to welcome families and the broader community where appropriate
- Create a welcoming environment at reception so community members and families feel respected, included and safe to come into the service.

Engage families and communities in building a child safe organisation

- Ask parents and carers about their children. This can be in formal settings like parent interviews, or during pick-up and drop-off.
- Provide parents and carers with information about children's rights via newsletters, or parent information sessions.
- Regularly engage with parents and carers and discuss the needs of children

#### Provide regular opportunities to communicate

- Provide frequent opportunities for parents and carers to engage with educators to discuss their children's experiences
- Organise interpreters and translations to engage families from non-English speaking backgrounds in conversations about the centre's child safety strategies if required
- Ask families and carers about their preferred methods of communication, including email, social media, meetings and workshops
- Incorporate child safety questions in parent and carer surveys to measure awareness and confidence in the centre's child safety approach and to support ongoing improvement.
- Host parent and educator workshops on child safety and wellbeing.
- Communicate with and appropriately involve families at all stages of the process if a concern is raised or complaint is made.

At KCC we build family and community involvement in child safety into our regular activity. We provide inclusive and accessible information

- We display the [PROTECT poster \(PDF, 203KB\)](#) in shared areas that are accessible to parents and the community.
- Provide links and information to the centre's child safety policies in our social media posts, newsletters and website



***Equity is upheld and diverse needs are respected in policy and practice.***

To create environments where all children and young people feel welcome.

Equity is a state of fairness in which all children and young people can participate freely and equally in areas of life, regardless of their background, characteristics or beliefs. This means their safety is not dependent on their socio-economic, family or personal circumstances.

In complying with ***Child Safe Standard 5***, at KCC we will work to ensure:

- Newsletters and communications are inclusive
- To understand the needs of our families, children and educators for inclusion
- Reflect the diversity of our families
- Encourage volunteer positions from families from diverse backgrounds, including people with a disability, Aboriginal people, and those from culturally and linguistically diverse backgrounds.
- Leaders will set clear expectations for equity and inclusion

Relevant Policy: Inclusion and Equity



***People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.***

KCC will ensure that they only engage and recruit suitable people to work with children

We will have clear procedures in place to employ staff and volunteers that prioritises the safety of all children. This includes ensuring that staff and volunteers are aware of their roles and responsibilities.

All members engaged to work or volunteer at the centre will be supervised

## **Volunteers**

Our centre considers risks related to volunteers and students and their roles.

In addition, at KCC we:

- Provide staff engaged in child related work with annual training to ensure they know how to:
  - identify and mitigate child safety risks
  - protect a student's right to privacy
  - provide access to information
  - support social connections and learning opportunities.
- Will provide similar training for volunteers, relevant to their role
- Enable students, families and volunteers to have input into the centre's child safety and wellbeing risk strategies.
- Our policies for volunteers and students available at all times

Relevant KCC Policies:

- Participation of Volunteers and Students
- Staffing
- Code of Conduct



**Child Safe Standard 7 - Complaints Processes**



***Processes for complaints and concerns are child focused.***

## **Overview**

KCC will have a clear complaints process that is child-focused, culturally safe and accessible to everyone.

Our policies and procedures:

- take complaints and concerns seriously
- respond promptly and thoroughly
- identify and respond to all forms of child abuse
- report child abuse to relevant authorities, whether or not there is a legal obligation to report it.

To comply with this standard, at KCC we have:

- a complaint handling policy which:
  - is publicly available and accessible
  - is child-focused
  - is culturally safe and easily understood by the community
  - requires that complaints are taken seriously and responded to promptly and thoroughly.
- procedures for responding to complaints or concerns relating to child abuse that is:
  - publicly available and accessible
  - child-focused
  - culturally safe and easily understood by the community
  - ensures complaints are taken seriously and responded to promptly and thoroughly
  - covers all forms of child abuse
  - addresses all complaints including the reporting to relevant organisation as guided in the standards

Relevant Policies

- Compliments and Complaints

***Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.***

To comply with this standard, at KCC we:

- provide child safety training to staff engaged in child-connected work every year. This training includes:
  - the Child Safe Environment and Wellbeing policy, Code of Conduct policy
  - the procedures for responding to complaints and concerns about child abuse
  - guidance on recognising indicators of child harm, including harm caused by other children
  - guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
  - guidance on how to build culturally safe environments for children
  - guidance on their information sharing and recordkeeping obligations
  - guidance on how to identify and mitigate child safety and wellbeing risks in the environment without compromising a child right to privacy, access to information, social connections and learning opportunities.
- Provide training and information to volunteers engaged in child-connected work that is appropriate to their role that will equip them with the knowledge, skills and awareness to keep children safe.
- Provide appropriate training and guidance to the members of the committee of management. This training should include:
  - child safety and wellbeing risks
  - the child safety policies, procedures and practices of the centre

## **Relevant Policies**

Child Safety Standards Induction Handbook  
All relevant legislation and Child Safe Policies



**Child Safe Standard 9 - Child Safety in physical and online environments**

***Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.***

A focus on child safety and wellbeing in physical and online environments.

We have policies and procedures:

- for identifying and responding to risk and reducing or removing the risk of harm
- for online conduct and online safety
- Provide families with support and information about risks to children accessing technology.
- Ensure that permission from families is granted to share photos and images online and clearly documented
- Assessing risks to sharing images online

Relevant Policies

- ESafety for Children



***Implementation of the Child Safe Standards is regularly reviewed and improved.***

To comply with this standard, at KCC we will:

- review and evaluate all policies, procedures and practices after any significant child safety incident, or at least every 2 years and improve where applicable
- ensure all policies and procedures are fully implemented and followed by everyone
- review any complaints, concerns and safety incidents to identify causes and for continuous improvement
- report on any outcomes of relevant reviews to staff, volunteers, the community and families

KCC acknowledges that being a child-safe organisation requires ongoing effort.

We will always strive to create a Child safe organisation with an open and transparent culture, putting the interests of children first.

Policies to review:

- ESafety for Children
- Participation of Volunteers and Students
- Staffing
- Code of Conduct
- Compliments and Complaints
- Child Safe Environments and Wellbeing
- Inclusion and Equity
- Interactions with Children



***Policies and procedures document how the organisation is safe for children and young people***

To comply with this standard, at KCC we:

- implement practices for a child-safe environment
- establish policies and procedures that meet all the Child Safe Standards
- make sure all staff, committee and volunteers understand and implement the policies and procedures
- champion and model the policies and procedures for a child-safe environment
- document policies and procedures and make them easy to understand
- make sure policies and procedures are informed by best practice models and stakeholder consultation.

In addition we will:

- Make policies accessible
- Publish our child safety policies in an easily accessible including online platforms
- Integrate child safety into induction processes, ongoing education, training and supervision for all staff and volunteers.
- Provide copies of your child safety policies in welcome packs and transition resources.
- All educators will be child safety champions
- Support and empower all educators to embed child safe practices
- Monitor how staff and volunteers contribute to child safety through supervision, discussions, staff meetings and surveys.

# PROTECT

**Protecting children & young people  
from abuse is our responsibility**

