



Child Safe Statement

We want children who participate in our program to have a safe and happy experience. We support and respect our children, their families and our workers.

Title	Child Safe Policy
Introduction Describe the policy intent and who it applies to.	<ul style="list-style-type: none">* Our policy guides staff, students, committee members, volunteers and visitors on their expected conduct when interacting and engaging with children at Toukley Preschool Kindergarten.* Our policy focuses on how we can build and maintain a child safe environment which is inclusive, transparent and promotes children's participation.
Children's Participation Describe how you involve children and get them to actively participate in your organisation.	<ul style="list-style-type: none">* Toukley Preschool Kindergarten supports the active participation of children in our programs, activities, experiences and services we offer.* Our Philosophy recognises our commitment to providing our children with a safe and nurturing environment.* Our program respects and reflects the individual interests of every child.* Our Children's Committee provide all children with the opportunity to raise concerns and give feedback. They are invited and included in the decisions made in their own preschool.* Children's rights of physical space and care are respected when using touch where necessary, appropriate and with consent.

Recruitment

Describe how you select suitable workers to work with children.

- * Toukley Preschool will maintain a rigorous and consistent recruitment, screening and selection process.
- * Staff will require a WWCC and Police Check prior to employment and have up to date Child Protection training.
- * Staff will need to be aware and abide by the Toukley Preschool Policies and Procedures.
- * Staff are aware that they are Mandatory Reporters and the process to make a reporting.
- * Executive Committee members will require a volunteer WWCC and Police Check prior to holding office. All other committee members will be required to have a volunteer WWCC.
- * Committee members make a commitment to keeping confidentiality as a result of the position they hold.
- * Students and volunteers working within the Preschool will require a WWCC and will be supervised at all times.
- * Students and volunteers make a commitment to keeping confidentiality as a result of the position they hold.

Complaints Management and Reporting

Department of Family and Community Services
NSW Ombudsman
Office of the Children's Guardian.

- * Toukley Preschool abides by their Complaints and Feedback Policy and will follow all directions in relation to complaints made.
- * Staff, families, students and volunteers are aware of the Complaints and Feedback Policy and the procedure to follow if making a complaint.
- * Children are active participants in their learning and preschool and as a result the Preschool Student Council allows for children's concerns, views and feedback to be addressed and acted upon.
- * Toukley Preschool staff and students are aware of their obligations as mandatory reporters and the process to follow to make a notification. A Child Protection Reporting Overview is located in various positions throughout the centre for staff and students to follow.
- * The Director/Nominated Supervisor/Responsible Person is aware of the legal obligations of reporting incidents through the National Quality Agenda IT System.
- * The Director/Nominated Supervisor is the Child Safety Contact Person and manages all Child Safety complaints.
- * The Toukley Preschool Management Committee will take responsibility for Child Safety reporting if the complaint is against the Director/Nominated Supervisor.

Training, support and supervision of workers

Describe what training you provide and how you support and supervise your workers.

- * Toukley Preschool staff and committee promote respect, fairness and consideration for all workers.
- * All staff are mentored by either/or the Director and Educational Leaders. All educators mentor and guide newly recruited educators.
- * A staff orientation informs and guides all staff of the procedures, responsibilities and expectations of their position. All staff are required to be familiar with centre Policies and Procedures and are integral stakeholders in their formulation and revision.
- * Trainees and students are supported by the Director/Nominated Supervisor/Educational Leader/Early Childhood Teacher.
- * Every staff member has a Child Protection Risk of Harm qualification and annually completes Child Protection refresher training.
- * All staff are offered opportunities to upskill through professional development opportunities.
- * Child safe is incorporated into our staff meetings with all staff given the opportunity to address each Child safe Standard or any concerns on children's safety.

Other legislation, industry standards or internal policies

List any other legislation or industry standards which may be relevant to your child safe policy.

- * Child Protection (Working With Children) Act 2012.
- * Children and Young Persons (Care and Protection) Act 1998.
- * Education and Care Services National Regulations
- * Education and Care Services National Law Act 2010
- * Toukley Preschool Philosophy
- * Child Protection Policy.
- * Code of Conduct.
- * Unicef Rights of the Child
- * Early Childhood Australia – Code of Ethics
- * Complaints and Feedback Policy
- * Privacy and Confidentiality Policy
- * Interactions with Children and Inclusion Policy
- * Providing a Child Safe Environment Policy
- * Supervision Policy

Communication

Identify the ways in which you will communicate and educate your stakeholders on the key messages within your child safe policy.

- * We hold fortnightly staff meetings.
- * Orientation for new staff, students and volunteers – Code of Conduct, Complaints and Feedback
- * Orientation for new families.
- * Our centre Policies and Procedures are available to all families and accessible on our website or in the Preschool office.
- * Via Storypark (centre electronic communication with families)

Review

Set a date to review and update your child safe policy for continuous improvement purposes.

This Policy Statement will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years. It will be reviewed every 2 years and will reflect the input from our staff, children and families and any regulation updates.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

June 2022