Glen Iris Child Care and Kindergarten

GI- 006 - Child Safe Environment

Policy Number	KOG-006
Quality Area	QA2 – Children's Health and Safety
National Law	s.162A • s.165 • s.166 • s.167 • s.168 • s.170
National Regulations	Regs. 84 • 99 • 103 • 168
Related NQS	QA2.2.1 • QA2.2.2 • QA4.2.2 • QA5.1.1 • QA5.2.1 • QA6.1.1 • QA7.1.2
EYLF V2.0	Principles – Secure, Respectful and Reciprocal Relationships • Partnerships • Equity, Inclusion and High Expectations • Practices – Responsiveness to Children • Learning Through Play • Outcomes – 1, 2 & 3
Victorian Child Safe Standards:	Standards 1–11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
Review Date:	July 2027

OUR COMMITMENT

At **Glen Iris Child Care and Kindergarten**, every child has the right to feel safe, respected, included and empowered.
We are committed to providing a child-safe environment where children's rights, wellbeing and voices are central to every decision, interaction and experience.

We actively promote a culture where children are protected from abuse, neglect, harm, discrimination and bullying. We recognise that child safety is everyone's responsibility and is embedded within our leadership, governance, educational program, recruitment practices, professional learning and partnerships with families.

We value children as capable, confident individuals and are committed to listening to them, respecting their views and ensuring they are supported to participate in decisions that affect their lives.

LEGISLATIVE INTENT

This policy supports Glen Iris Child Care and Kindergarten in meeting its obligations under the Education and Care Services National Law and Regulations, the Victorian Child Safe Standards, the Child Wellbeing and Safety Act 2005 (Vic), and other relevant legislation while promoting children's safety, wellbeing, participation and cultural safety.

PURPOSE

The purpose of this policy is to ensure Glen Iris Child Care and Kindergarten provides a safe, inclusive and child-focused environment where children's rights are upheld and risks of harm are prevented, identified and responded to promptly and appropriately.

This policy establishes a clear framework for creating and maintaining a culture of child safety through leadership, governance, professional practice, continuous improvement and strong partnerships with families and the community.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Provider
- Centre Director
- Nominated Supervisor
- Responsible Persons
- Educational Leader
- Educators
- Administration Team
- Students
- Volunteers
- Contractors
- Families
- Visitors

DEFINITIONS

Child Safety
Actions taken to protect children from abuse, neglect, harm, discrimination and exploitation while promoting their wellbeing and rights.

Child Abuse
Includes physical abuse, sexual abuse, emotional or psychological abuse, neglect, family violence and grooming behaviours.

Child Safe Culture
A culture where child safety is embedded in leadership, governance, daily practice and decision-making, and where children are respected, heard and protected.

Cultural Safety
An environment where children feel safe to express their identity, culture, language, beliefs and traditions without fear of discrimination or exclusion.

Mandatory Reporter
A person who is legally required to report a reasonable belief that a child is in need of protection from physical or sexual abuse.

Reportable Conduct
Conduct that causes harm to a child or places a child at risk of harm, as defined under the Victorian Reportable Conduct Scheme.

WHY THIS POLICY MATTERS

Children thrive when they feel physically and emotionally safe, respected and connected. Creating a child-safe environment requires more than compliance with legislation.

It requires strong leadership, reflective practice, respectful relationships and a shared commitment to protecting children from harm.

At Glen Iris Child Care and Kindergarten, child safety is embedded in every aspect of our service and is continuously strengthened through collaboration with children, families, educators and the wider community.

GUIDING PRINCIPLES

Glen Iris Child Care and Kindergarten believes:

- Every child has the right to be safe.
- Children's voices are valued and influence decisions.
- Families are respected as children's first teachers.
- Diversity is celebrated.
- Cultural safety is essential.
- Child safety is everyone's responsibility.
- Concerns are taken seriously and responded to promptly.
- Professional learning strengthens child-safe practice.
- Continuous reflection improves outcomes for children.

OUR POLICY

Glen Iris Child Care and Kindergarten is committed to embedding child safety into every aspect of service delivery.

We maintain a zero-tolerance approach to child abuse and are committed to creating an environment where children are protected from physical, emotional, sexual and psychological harm, neglect, discrimination, racism and bullying.

All educators, leaders, students, volunteers and contractors are expected to uphold the rights of children, act professionally, comply with the Child Safe Code of Conduct and respond immediately to any concern regarding a child's safety or wellbeing.

The service promotes child participation, cultural safety and respectful relationships while maintaining clear reporting processes and strong governance to ensure children's safety remains the highest priority.

HOW WE PUT THIS POLICY INTO PRACTICE

Building a Child-Safe Culture

Glen Iris Child Care and Kindergarten will:

- Embed child safety into all aspects of governance, leadership and daily practice.
- Promote a culture where every child feels safe, respected, valued and included.
- Ensure all decisions are made in the best interests of children.
- Foster positive, respectful and responsive relationships between children and educators.
- Encourage children to express their views and participate in decisions that affect them.
- Promote equity, inclusion and respect for diversity.

Empowering Children

The service will:

- Support children to understand their rights.
- Encourage children to express their thoughts, feelings and concerns.
- Provide opportunities for children to contribute to decisions about their learning and environment.
- Teach children about personal safety, protective behaviours and seeking help from trusted adults through age-appropriate experiences.
- Ensure children's voices are genuinely considered during planning, reflection and continuous improvement.

Partnerships with Families

The service will:

- Recognise families as children's first and most influential teachers.
- Work collaboratively with families to support children's safety and wellbeing.
- Provide families with information regarding child safety, child protection and the Victorian Child Safe Standards.
- Encourage families to raise concerns, provide feedback and participate in service improvement.
- Respect family diversity, culture, language and individual circumstances.

Safe Recruitment and Screening

Glen Iris Child Care and Kindergarten will ensure:

- All educators, volunteers and students undergo appropriate recruitment and screening processes.
- Working with Children Checks, VIT registration and other legislative requirements are verified before commencement.
- Reference checks are completed.
- Child safety responsibilities are discussed during recruitment.
- All new team members complete a comprehensive induction before working with children.

Professional Learning

The service will:

- Provide ongoing child safety and child protection training.
- Ensure educators understand their mandatory reporting obligations.
- Review child-safe practices during staff meetings and professional discussions.
- Encourage critical reflection on interactions, supervision and child safety practices.
- Maintain records of all professional learning.

Supervision and Risk Management

Educators will:

- Maintain active supervision at all times.
- Conduct daily safety checks of indoor and outdoor environments.
- Identify and minimise potential risks to children's safety.
- Complete risk assessments where required.
- Follow supervision plans and service procedures.
- Respond immediately to hazards or concerns.

Responding to Concerns
All concerns regarding a child's safety or wellbeing will be:

- Taken seriously.
- Responded to immediately.
- Documented accurately.
- Reported in accordance with legislative requirements and service procedures.
- Managed confidentially.
- Reviewed to identify opportunities for continuous improvement.

Visitors, Volunteers and Contractors
The service will ensure:

- Visitors sign in and out.
- Visitors are supervised where appropriate.
- Volunteers and students understand the Child Safe Code of Conduct.
- Contractors comply with child-safe requirements while on site.
- Children are never placed at risk through unsupervised access.

Online Safety
Glen Iris Child Care and Kindergarten will:

- Protect children's privacy when using digital technologies.
- Obtain family authorisation for photographs and media.
- Use digital platforms responsibly.
- Ensure children's information remains confidential.
- Educate children about safe and respectful use of technology where appropriate.

ROLES & RESPONSIBILITIES

Approved Provider
Will:

- Promote a culture of child safety.
- Ensure compliance with legislation.
- Provide adequate resources.
- Monitor implementation of this policy.
- Review governance systems regularly.
- Ensure child safety remains a standing agenda item during governance reviews.

Centre Director
Will:

- Lead a positive child-safe culture.
- Ensure all concerns are managed appropriately.
- Support educators to meet their child protection responsibilities.
- Monitor compliance with the Victorian Child Safe Standards.
- Facilitate ongoing professional learning.
- Review incidents and identify continuous improvement opportunities.

Educational Leader
Will:

- Support educators to embed child-safe practices into the educational program.
- Promote reflective practice.
- Encourage children's participation.
- Monitor interactions between educators and children.
- Support inclusion and cultural safety.

Educators
Will:

- Uphold the Child Safe Code of Conduct.
- Maintain professional boundaries.
- Actively supervise children.
- Listen to children's voices.
- Respond to concerns immediately.
- Complete mandatory reporting where required.
- Participate in professional learning.
- Model respectful behaviour.

Administration Team
Will:

- Maintain confidential records.
- Support child-safe recruitment processes.
- Ensure required documentation is current.
- Provide child safety information to families during enrolment.

Families
Will:

- Work collaboratively with educators.
- Share information relevant to their child's safety and wellbeing.
- Raise concerns respectfully.
- Support the service's child-safe practices.

GLEN IRIS IN PRACTICE

At Glen Iris Child Care and Kindergarten, child safety is embedded in everyday practice rather than treated as a separate compliance requirement.

Children are encouraged to express their ideas, emotions and concerns through meaningful conversations, visual communication tools, meetings with educators and child-led decision-making. Educators intentionally build trusting relationships that support children to feel secure, confident and valued.

Our leadership team regularly reviews environments, supervision practices, educator interactions and family feedback to ensure child safety remains central to continuous improvement. Child-safe practices are discussed during staff meetings, professional development and critical reflection to ensure they remain current, responsive and meaningful.

CHILDREN'S VOICE IN ACTION

Children are active participants in creating a safe, inclusive and respectful environment at Glen Iris Child Care and Kindergarten. Educators intentionally create opportunities for children to express their ideas, preferences and concerns through conversations, group discussions, visual communication tools, play experiences and daily routines.

Children are supported to understand their rights, identify trusted adults and develop confidence to speak up when they feel unsafe or uncomfortable. Their feedback influences decisions about the learning environment, routines, rules and experiences, reinforcing that every child's voice is valued, respected and acted upon.

EXCEEDING PRACTICE

Glen Iris Child Care and Kindergarten goes beyond compliance by embedding child safety into every aspect of governance, leadership and educational practice.

Children's voices directly influence service decisions, family partnerships are authentic and respectful, and educators engage in ongoing professional learning and critical reflection to strengthen child-safe practices.

Leadership regularly reviews policies, observations, incident trends, educator practice and family feedback to identify opportunities for improvement. Rather than viewing child safety as a standalone policy, it is embedded across every aspect of service delivery and organisational culture.

CONTINUOUS IMPROVEMENT

Glen Iris Child Care and Kindergarten is committed to continuously strengthening our child-safe culture through ongoing reflection, evaluation and improvement.
This policy will be reviewed through:

- Changes to legislation, regulations and best practice guidance.
- Updates to the Victorian Child Safe Standards.
- ACECQA guidance and Assessment and Rating outcomes.
- Educator, child and family feedback.
- Internal audits and governance reviews.
- Child safety incidents and near misses.
- Complaints, compliments and service feedback.
- Professional learning and staff discussions.
- Critical reflection and the Quality Improvement Plan.
- Annual policy review.

Continuous improvement ensures our practices remain current, responsive and focused on achieving the best outcomes for children.

RELATED LEGISLATION

National Law

- s.162A – Persons in day-to-day charge
- s.165 – Offence to inadequately supervise children
- s.166 – Offence to use inappropriate discipline
- s.167 – Protection from harm and hazards
- s.168 – Education and care service must have policies and procedures
- s.170 – Policies and procedures to be followed

National Regulations

- Reg. 84 – Awareness of child protection law
- Reg. 99 – Children leaving the education and care service premises
- Reg. 103 – Premises, furniture and equipment to be safe, clean and in good repair
- Reg. 168 – Education and care service policies and procedures

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National Quality Standard

Quality Area 2

- QA2.2.1 – Supervision
- QA2.2.2 – Incident and emergency management

Quality Area 4

- QA4.2.2 – Professional standards

Quality Area 5

- QA5.1.1 – Positive educator to child interactions
- QA5.2.1 – Collaborative learning

Quality Area 6

- QA6.1.1 – Engagement with the service

Quality Area 7

- QA7.1.2 – Management systems

Early Years Learning Framework V2.0

Principles

- Secure, Respectful and Reciprocal Relationships
- Partnerships
- Equity, Inclusion and High Expectations

Practices

- Responsiveness to Children
- Learning Through Play
- Cultural Responsiveness
- Collaborative Leadership and Teamwork

Outcomes

- Outcome 1 – Children have a strong sense of identity.
- Outcome 2 – Children are connected with and contribute to their world.
- Outcome 3 – Children have a strong sense of wellbeing.

Victorian Child Safe Standards

This policy aligns with all **11 Victorian Child Safe Standards**, particularly:

- Standard 1 – Culturally safe environments
- Standard 2 – Child safety and wellbeing embedded in leadership, governance and culture
- Standard 3 – Children are empowered
- Standard 4 – Families and communities are informed and involved
- Standard 5 – Equity is upheld and diverse needs respected
- Standard 6 – Suitable staff and volunteers
- Standard 7 – Child-focused complaints processes
- Standard 8 – Staff knowledge, skills and awareness
- Standard 9 – Physical and online environments promote safety
- Standard 10 – Review and continuous improvement
- Standard 11 – Policies and procedures document child-safe practices

RELATED DOCUMENTS

This policy reads alongside:

- Child Safe Code of Conduct
- Child Protection Policy
- Complaints and Feedback Policy
- Governance and Management Policy
- Interactions with Children Policy
- Supervision Policy
- Delivery and Collection of Children Policy
- Privacy and Confidentiality Policy
- Incident, Injury, Trauma and Illness Policy
- Enrolment and Orientation Policy
- Staff Recruitment and Induction Policy
- Volunteers and Students Policy
- Digital Technologies and Online Safety Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Child Safe Code of Conduct
- Staff Induction Checklist
- Child Safety Risk Assessments
- Supervision Plans
- Child Protection Reporting Procedure
- Mandatory Reporting Information
- Complaints and Feedback Register
- Visitor Sign-in Register
- Staff Professional Learning Records
- Working with Children Check Register
- Staff Meeting Minutes
- Quality Improvement Plan

EVIDENCE OF PRACTICE

Glen Iris Child Care and Kindergarten demonstrates this policy through:

- Children's voices informing planning and decision-making.
- Documented critical reflections.
- Child-safe environments and daily safety checks.
- Supervision plans and risk assessments.
- Staff induction and professional learning records.
- Working with Children Check verification.
- Child protection and mandatory reporting training.
- Family feedback and communication records.
- Staff meeting agendas and minutes.
- Child-safe recruitment practices.
- Internal audits.
- Quality Improvement Plan goals.
- Assessment and Rating evidence.
- Annual policy reviews.

REFLECTION & CONTINUOUS IMPROVEMENT

Critical reflection supports our commitment to maintaining a strong child-safe culture. Reflective questions include:

- How do we know children feel safe, heard and respected?
- In what ways are children influencing decisions within our service?
- How do families contribute to strengthening our child-safe culture?
- What evidence demonstrates that educators consistently uphold child-safe practices?
- How do we evaluate the effectiveness of our supervision and risk management systems?
- How do we ensure culturally safe and inclusive practices for every child?
- What improvements have been identified through feedback, incidents or critical reflection?
- How have we strengthened our child-safe culture since the last policy review?

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	July 2026	Centre Director	Initial policy developed as part of the Glen Iris Child Care Centre Governance, Policy and Procedures Manual. Developed to align with the Education and Care Services National Law, National Regulations, National Quality Standard, Victorian Child Safe Standards and current best practice.