

## **Purpose**

Westgarth Primary School OSHC is committed to child safety; our children are safe, happy and empowered. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and, in a manner, consistent with our policies and procedures. Legal and moral obligations to contact authorities when we are worried about a child's safety are followed rigorously. We are committed to preventing child abuse, identifying risks early, and removing and reducing these risks. This policy supports a safe physical, social, emotional, and online environment.

## **Background**

The Education and Care Services National Regulations require approved providers to ensure services have policies and procedures in place for providing a child safe environment to minimise the risk of harm and hazards to children attending education and care services.

## **Principles**

- All children have the right to a safe environment, including in physical and online spaces
- Children's wellbeing is paramount, and they are actively involved in decision-making
- Staff and volunteers are aware of roles and responsibilities to respond to children at risk
- Child protection training and knowledge of child protection law are maintained
- Reasonable precautions and adequate supervision are provided at all times
- Incidents and emergencies are planned for and rehearsed
- Cultural safety, equity and inclusion are promoted
- Children are never left alone with visitors

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## **Roles and Responsibilities**

### **Approved Provider:**

- Ensure obligations under National Law and Regulations are met
- Implement this policy and complete risk assessments and action plans
- Ensure staff complete mandatory child protection training
- Promote a child safe culture and environment free from drugs, alcohol and tobacco
- Notify families of significant policy changes
- Maintain secure and accurate records of all child safety incidence

### **Nominated Supervisor:**

- Implement this policy and ensure supervision and risk assessments are maintained
- Ensure staff ratios are met, including during transitions from school to OSHC
- Ensure children are not left alone with visitors at any time
- Support staff and communicate updates in child safety laws and responsibilities

### **Educators and Staff:**

- Act in accordance with mandatory reporting laws
- Actively supervise children including transitions and online use
- Respond effectively to children at risk of harm
- Maintain current child protection and first aid training
- Involve children in decisions about their safety and rights

## **Training and Induction**

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Westgarth Primary School OSHC understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

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All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check.

Please see the Working with Children Check website

[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) for further information.

- All new staff to complete induction training covering this policy, mandatory reporting, code of conduct and supervision.
- Annual refresher training provided and updated when legislation changes.
- Ongoing supervision and professional development support staff in protecting children.

### **Risk Management**

- Regular risk assessments are conducted for both physical and online environments through the daily audit.
- Supervision strategies are reviewed according to children's ages and needs during staff meetings.
- Excursions: WPS OSHC does not conduct excursions. Child safety strategies apply only within school grounds and transitions between school and OSHC.
- Hazards, including digital technologies, are monitored and managed proactively.
- Children's digital technology use is supervised in line with the Safe Use of Digital Technologies and Online Environments Policy.
- Emergency and evacuation procedures are rehearsed every 3 months.

### **Allegations, Concerns and Complaints**

- All allegations are taken seriously, recorded and investigated quickly.
- Children, families and staff are supported to raise concerns, with accessible pathways.
- Families are updated on progress and actions taken.
- Allegations, Concerns and Complaints process is in line with the Complaints Policy

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## The Physical Environment

Westgarth Primary School OSHC ensures that

- Premises, furniture and equipment are safe, clean, and in good repair.
- Outdoor space is enclosed by a fence.
- Each child has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.
- Laundry facilities are adequate and appropriate for the needs of the service
- Age-appropriate toilet, washing, and drying facilities are provided for use by children and these facilities enable safe and convenient access.
- Indoor spaces are well ventilated, have adequate natural light, and are maintained at a temperature that ensures safety and wellbeing.
- Our service allows the children to explore and experience the natural environment with adequate shading areas provided to protect children from the sun.
- Premises are designed and maintained in a way that always facilitates supervision of children, having regard to the need to maintain the rights and dignity of the children.
- Safety glass, or treated glass, is used in areas accessible to children

## Privacy

All personal information is handled in accordance with privacy law and shared only when necessary for safety.

## Definitions

- **Mandatory reporting:** Legal requirement to report suspected abuse
- **Reasonable grounds:** Suspicion based on facts, observations or reliable information
- **Responsible person:** Approved provider, nominated supervisor or certified supervisor in charge
- **Wellbeing:** Meeting basic needs including safety, belonging, competence and meaning in life

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### **Monitoring, Evaluation and Review**

- This policy is reviewed every 12 months or earlier if legislation changes.
- Approved Provider and Nominated Supervisor are responsible for compliance.
- Review dates and amendments are recorded and communicated to families via newsletters.
- Older versions are removed once replaced.

### **Regulation Reference**

Education and Care Services National Law: Sections 162A, 165, 166, 167  
Education and Care Services National Regulations: 82–84, 103–117, 122–124, 145, 165–167, 168–172, 175(d)(e)

### **Legislative Requirements**

Sections: 162A, 165, 166, 167  
Regulations: 82, 83, 84, 103–110, 113–115, 117, 122–124, 145, 165–167, 168–172, 175(d)(e)

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