

## POLICY AIM

To ensure that children are at all times treated and regarded in a caring and respectful manner and to promote a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging. This policy promotes and enhances the safety and welfare of children.

## RATIONALE AND STATEMENT OF COMMITMENT

The United Nations *Convention on the Rights of the Child* (UNCRC) outlines that children and young people have a right to be safe and cared for, no matter where they are or who they are with. Sweetpeas believes that all children have the right to experience quality education and care in an environment that promotes opportunities to thrive with adults who safeguard and advocate for their health, safety, security and wellbeing including the right to:

- be asked to express their views and wishes about matters affecting their lives and to have those views appropriately considered by adults;
- feel and be safe in their interactions with adults and other children and young people; and
- understand, as early as possible, what is meant by 'feeling and being safe'.

Sweetpeas has a zero tolerance to child abuse, and we are committed to the safety, participation, and empowerment of all children. We promote diversity and tolerance and aim to form equitable and positive relationships with children. We ensure children participate in decisions affecting them and listen and respect their suggestions and ideas. We respond to any concerns, disclosures, allegations, or suspicions of harm.

We are dedicated in promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.

## SCOPE - WHO IS AFFECTED BY THIS POLICY?

- Families
- Children
- Educators
- Management
- Volunteers
- Students
- Visitors
- Community

## NATIONAL QUALITY STANDARD

### QUALITY AREA 2 (CHILDREN'S HEALTH AND SAFETY)

- Standard 2.2 (Safety) - *Each child is protected*
- Element 2.2.1 (Supervision) - *At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.*
- Element 2.2.2 (Incident and emergency management) - *Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.*
- Element 2.2.3 (Child protection) - *Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.*

### QUALITY AREA 3 (PHYSICAL ENVIRONMENT)

- Element 3.1.2 (Upkeep) - *Premises, furniture and equipment are safe, clean and well maintained.*

### QUALITY AREA 5 (RELATIONSHIPS WITH CHILDREN)

- 5.1.1 (Positive educator to child interactions) - *Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.*

### QUALITY AREA 7 (LEADERSHIP AND SERVICE MANAGEMENT)

- Element 7.1.2 (Management Systems) - *Systems are in place to manage risk and enable the effective management and operation of a quality service.*

## RELATED POLICIES

---

### RELATED SWEETPEAS POLICIES:

- Arrival and Departure Policy
- Child Protection Policy
- Emergency and Evacuation Policy
- Ethical Code of Conduct Policy
- Interactions and Relationships with Children Policy
- Nappy Change and Toileting Policy
- Privacy and Confidentiality Policy
- Sleep and Rest Policy
- Social Media Policy
- Staff Recruitment Policy
- Sun Protection Policy
- Supervision Policy
- Use and Storage of Dangerous Products Policy
- Use of Technology Policy
- Volunteers, Students & Visitors Policy
- Work Health and Safety

### RELATED EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS:

- Regulation 82 - Tobacco, drug and alcohol-free environment
- Regulation 84 - Awareness of child protection law
- Regulation 102(A-D) Transportation of children (risk assessments and authorisations)
- Regulation 103 Premises, furniture and equipment to be safe, clean and in good repair
- Regulation 104 Fencing
- Regulation 105 Furniture, materials and equipment
- Regulation 106 Laundry and hygiene facilities
- Regulation 109 Toilet and hygiene facilities
- Regulation 115 Facilities designed to facilitate supervision
- Regulation 122 Educators must be working directly with children to be included in ratios
- Regulation 123 Educator to child ratios- centre based services
- Regulation 136 First aid qualifications
- Regulation 155 Interactions with children
- Regulation 162 Health information to be kept in enrolment record
- Regulation 165 Record of visitors
- Regulation 166 Children not to be alone with visitors
- Regulation 167 Record of service's compliance
- Regulation 168(h) Education and care services must have policies- Providing a child safe environment
- Regulation 170 Policies and procedures to be followed
- Law S162 (A) Persons in day to day charge and nominated supervisors to have child protection training
- Law S165 Offence to inadequately supervise children
- Law S166 Offence to use inappropriate discipline
- Law S167 Offence relating to protection of children from harm and hazards

### RELATED LEGISLATION:

- [Children's Guardian Act 2019](#)
- [Children's Guardian Regulation 2022](#)
- [Children and Young Persons \(Care and Protection\) Act 1998](#)
- [Children and Young Persons \(Care and Protection\) Regulation 2012](#)
- [Child Protection \(Working with Children\) Act 2012](#)
- [Child Protection \(Working with Children\) Regulation 2013](#)

## CHILD SAFE STANDARDS

---

The *Child Safe Standards* provide a framework for creating child safe organisations. They are designed to drive cultural change to create, maintain and improve child safe practices. Sweetpeas recognises the standards as holding particular importance and relevance to this Policy.

## CHILD SAFE PRINCIPLES

The *National Principles*, based on the Royal Commission's *Child Safe Standards*, were created to drive implementation of a child safe culture across all sectors providing services to children and young people to ensure the safety and wellbeing of children and young people across Australia. As a service that works with young children, Sweetpeas endeavours to adopt and implement the *National Principles* in a manner relevant to our service, size and capacity. The *Office of the Children's Guardian* considers organisations in NSW that are implementing the *National Principles* will be simultaneously implementing the *Child Safe Standards*.

### *National Principles for Child Safe Organisations*

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes for complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

## TERMINOLOGY

- **Abuse** - Regular or repeated cruelty and/or violence toward an entity
- **At Risk** - Current concerns for safety, welfare or wellbeing of child
- **Child** - For the purposes of this policy 'child' refers to any person under the age of 18 years. Although our main focus is children enrolled at Sweetpeas under the age of 6 years, all educators are Mandatory Reporters with responsibilities to report *any* child at risk of harm.
- **Mandatory Reporter** - A person responsible for reporting a child at risk to the Child Protection Helpline, including eReporting on the internet.
- **National Law** - Education and Care Services National Law
- **National Principles** - National Principles for Child Safe Organisations (see above)
- **National Regulation(s)** - Education and Care Services National Regulations

## GLOSSARY OF ABBREVIATIONS

- **AVO** - Apprehended Violence Order
- **DCJ** - Department of Communities and Justice
- **DVO** - Domestic Violence Order
- **MRG** - Mandatory Reports Guide
- **OCG** - Office of the Children's Guardian
- **WWCC** - NSW Working with Children Check

## IMPLEMENTATION AND STRATEGIES

### RECRUITMENT (SEE STAFF RECRUITMENT POLICY)

Sweetpeas maintains a rigorous and consistent recruitment, screening and selection process to ensure the best staff possible based on skills, qualifications, experience and suitability for the position available. All staff participate in robust interviews and have reference checks completed to ensure the applicant's suitability to the role, previous experiences and their commitment to child safe values and practices. All staff are provided with a comprehensive induction process which outlines our *Ethical Code of Conduct*, identifying and responding to child abuse, grievance processes, and work health and safety.

### WORKING WITH CHILDREN CHECK

Working in conjunction with the *Child Protection Act* and *National Regulations*, the safety, welfare and wellbeing of children is paramount within our Services and community. A Working with Children Check

(WWCC) is a requirement for people who work in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

Once an employee provides their WWCC clearance, management will verify the clearance to ensure that it is valid and current. The WWCC will be placed in the individual's file and continue to be updated as required.

## STAFFING ARRANGEMENTS AND SUPERVISION (SEE SUPERVISION POLICY)

- Ensure that sufficient numbers of educators are employed to ensure adequate supervision of children at all times (**National Regulation 123, 130-132, 271-272**).
- Manage rosters to not only ensure that adequate numbers of educators are on duty to meet ratio and qualification requirements (**National Regulation 126**) but that duty of care implications are considered to ensure adequate supervision at all times.
- Sleeping infants and toddlers will be closely monitored at regular intervals and will always be within sight and hearing distance of educators so a child's breathing, and the colour of their skin can be monitored.
- Ensure screening and suitability of volunteers as per the legislation and policy at the time of employment and as part of an ongoing process.
- Respond proactively to emerging staff performance concerns.

## THE PHYSICAL ENVIRONMENT

Children's safety is embedded in our day-to-day practices. We ensure effective and adequate supervision is provided to children at all times. Educators will employ 'active supervision' strategies within the service environment and when participating in excursions or transporting children. Consideration will be made for the different ages and abilities of children and the activities that may require different levels of supervision.

In order to promote a safe physical environment, we will:

- Ensure all furniture, equipment and materials used at the service meet relevant Australian safety standards.
- Remove, repair or replace worn and damaged furniture, equipment and resources which may provide a safety risk for children in a timely manner.
- Ensure learning environments are established that provide appropriate child groupings, sufficient space, and include carefully chosen and well-maintained resources and equipment (**National Regulation 103**).
- Organise indoor and outdoor spaces to ensure risks to the health and safety are minimised and that there is effective and adequate supervision available at all times (**National Regulation 115**).
- Conduct risk assessments of the service environment to assess and manage risks in the physical environment collaborating with children to develop behaviour guidelines for play including adventurous play to ensure their safety.
- Review risk assessments after any serious incident report is made to the Regulatory Authority.
- Conduct regular safety checks to maintain basic standards of safety within our Services. We believe that child safety is a shared responsibility at all levels within our Services. Children are encouraged to speak up about their safety and the safety of their friends by telling an educator if they feel unsafe in a particular situation or environment.
- Complete the following daily checklists to assist and record inspections of the physical environment where foreseeable risks may be evident and cause harm or injury to a child: For example: beginning of day indoor safety checklist, end of day whole service closing checklist, outdoor safety checklists
- Any findings that require attention will be either dealt with immediately or submitted into the maintenance chat depending on priority.
  - Educator or staff member who finds something that requires maintenance does so by asking the questions: Is it clean? Is it safe? Is it well-maintained?
  - Educator/staff should report the maintenance need to the Director in person or via the Service's communication diary.
  - The Director or WHS Officer will report the required maintenance to the Owners/Maintenance team via the Maintenance Chat group for the Service and state the priority level.
  - The maintenance request will be actioned as soon as practicable.

## CHILD PROTECTION (SEE CHILD PROTECTION POLICY)

- All educators and volunteers of our service are Mandatory Reporters and are required to report to the Child Protection Helpline (24 hours) (Phone: 132 111 or eReport at: <https://reporter.childstory.nsw.gov.au/s/mrg>) if they have reasonable grounds to suspect a child is at risk of significant harm and have current concern about the safety, welfare or wellbeing of a child or young person.
- The Mandatory Reporter Guide will be used, to guide decision making and determine whether to report to the Child Protection Helpline under the new risk of significant harm reporting threshold.
- Staff will undertake training in order to effectively:
  - Make appropriate responses to all disclosures of abuse and any allegation of abuse against staff members of the service
  - Understanding of their responsibilities and procedure as a mandatory reporter
    - be able to recognise the factors that increase a child's vulnerability to maltreatment;
    - be aware of the vulnerabilities which may indicate a need to assess, monitor or curtail the behaviour of individuals in relation to children and young people within organisations
- See the Sweetpeas *Child Protection Policy* for the relevant procedures for reporting a child at risk of harm.

### Allegations Against Employees

- To protect children and ensure their safety, welfare and wellbeing, management is responsive to report allegations or convictions of child abuse and child related misconduct by any staff member or volunteer or contractor to the OCG as part of the Reportable Conduct Scheme.
- Sweetpeas will ensure an appropriate level of confidentiality of information relating to the reportable allegations as per the *Children's Guardian Act 2019*.
- We take our legislative responsibilities as part of the Reportable Conduct Scheme seriously and will respond to any reportable allegation or conviction against employees or volunteers that may arise.
- See the Sweetpeas *Child Protection Policy* for the relevant procedure for investigating and reporting such allegations.

## STORAGE OF HAZARDOUS SUBSTANCES (SEE USE AND STORAGE OF DANGEROUS PRODUCTS POLICY)

We reduce the risk of harm to children and educators by using eco-friendly products wherever possible. Our Services endeavour to provide a safe environment where necessary chemicals and hazardous equipment are safely stored away from children and handled appropriately.

Management and educators will keep a register of hazardous chemicals used at the Service, including relevant Safety Data Sheets (SDS), previously MSDS.

Medications are also stored appropriately, away from children and according to their label (see Sweetpeas *Administration of Medication Policy*).

## RISK ASSESSMENT & RISK ASSESSMENT TOOL

It is a legislative requirement that Management and educators implement a risk management system where they identify and manage hazards and risks within the workplace to ensure a child safe environment. The key principles of risk management include:

1. Identifying all hazards or potential hazards in the service/residence/venue
2. Assess the risk of harm or potential harm for each hazard
3. Control or manage the risk - Risk Rating Matrix
4. Monitor and improve safety - Risk Assessment Action Plan
5. Evaluate and Review

It is the responsibility of all staff and educators at the Service to complete a risk assessment where children's safety may be jeopardised and when organising an excursion/incursion or any transportation of children. Children's safety must be incorporated into everyday practice within the Service. Common hazards within the Service which *may* require a risk assessment include:

- seep and rest routines

- cross-infection and infectious disease
- administration of medication
- anaphylaxis procedures and management
- building and equipment (including storage)
- inadequate space for conducting activities and experiences
- hazardous chemicals
- electrical appliances
- food preparation and storage
- environmental influences such as shade, noise etc
- sun safety
- children's behaviours
- water safety
- fire equipment
- pets and/or animals
- inadequate supervision of children
- children's activities and experiences
- Work Health and Safety such as manual handling (e.g., safe lifting children)
- non-compliance risk
- hot drinks
- transportation of children (regular outing and regular transportation)
- excursions

To maintain a child safe environment, we will adhere to Sweetpeas policies and procedures and conduct checklists and audits such as: Service Risk Assessment and Excursion Risk Assessment.

## EMERGENCY AND EVACUATION PROCEDURES (SEE EMERGENCY AND EVACUATION POLICY)

- Management will ensure that copies of the emergency and evacuation floor plan is displayed in prominent positions near each exit of the service premises, including indoor and outdoor learning areas.
- All staff are familiar with emergency evacuation procedures and regulatory requirements.
- Drills for emergency and evacuation procedures, including lockdowns, are conducted at least once every 3 months.

## ARRIVAL AND DEPARTURE AUTHORISATION (SEE ARRIVAL AND DEPARTURE POLICY)

- Our Service prioritises children's safety at all times. We will only release children to an authorised person as named on the child's enrolment form. We request families provide current court orders, and parenting plans to ensure our records are up to date.
- *National Regulations* require our Services to keep a record of children and visitor's arrival and departures, with the signatures of the person responsible for verifying the accuracy of the record and the identity of the person collecting the child.
- Educators will work in collaboration with Sweetpeas *Arrival and Departure Policy* and *Volunteers, Students and Visitors Policy* to ensure children feel safe and secure.
- To ensure children's safety, educators have a clear understanding of their legal obligation to check identification of unknown persons when that person is collecting a child.
- To maintain compliance, parents will ensure they keep their authorisation list up to date in their HubHello enrolment, and wherever possible, inform staff in writing of a person collecting their child who is not on their child's authorisation list.

## CODE OF CONDUCT (SEE ETHICAL CODE OF CONDUCT POLICY)

Management, educators, staff, volunteers and students will adhere to our Sweetpeas *Ethical Code of Conduct Policy*. We will:

- provide adequate supervision of children at all times
- take reasonable action to protect children and young people for risk of harm
- ensure the service premise is free from the use of tobacco, illicit drugs and alcohol
- adhere to our *Confidentiality Policy*
- not discriminate against any child, because of culture, race, ethnicity or disability

- be responsible for their own, and others health and safety
- be a positive role model to children
- respect children's privacy and dignity at all times
- not put children at risk of abuse- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos)
- report any allegations of child abuse to the Approved Provider as Mandatory Reporter
- notify the approved provider and/or the regulatory authority within 24 hours of any serious incident or complaint as per the *National Regulations*

## ONLINE SAFETY (SEE USE OF TECHNOLOGY POLICY)

Sweetpeas is committed to creating and maintaining a safe online environment with support and collaboration with staff, families and community.

- Management ensures anti-virus and internet security systems are installed to block access to unsuitable web sites, newsgroups and chat rooms.
- Our Services ensure backups of important and confidential data is made regularly and either stored securely offline, or online.
- Software and devices are updated regularly to avoid any breach of confidential information.
- Families are provided with information about our software program, HubHello, which is password protected and used to share observations, photos, videos, daily reports and portfolios.
- Passwords are not to be shared with others as per our written agreement.
- Written authorisation is requested as part of the enrolment process for children to have their photo taken and published on the Sweetpeas website, social media pages or for group documentation.
- The identity of a child is not published on any platform.
- Sweetpeas iPads are used to take photos or video of children at the Services.
- Only educational software programs and apps that have appropriate content and have been examined prior to allowing their use are used in the Service.
- Children are always supervised using any technology.

## CONTINUOUS REVIEW

To ensure we maintain a culture of continuous improvement, we will ensure our child safe practices are regularly reviewed, evaluated and improved.

We aim to ensure all educators, staff and volunteers understand and effectively implement our policies and procedures to provide a child safe environment at our Sweetpeas services.

We will regularly review and monitor the effectiveness of our Child Safe policies and procedures and invite children, staff members, families and communities to contribute to their development. Any updates or revisions will be communicated to all stakeholders

## ORGANISATIONAL RESPONSIBILITIES

### RESPONSIBILITIES FOR THE APPROVED PROVIDER

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations with regard to the delivery and collection of children at all times (**National Regulation 99**).
- Ensure all staff have access to relevant professional development.
- Ensure that the Nominated Supervisor and staff members at the service who work with children are advised of current child protection legislation, its application, and any obligations that they may have under that law (**National Regulation 84**).
- Ensure they are following correct procedures for reportable conduct scheme.  
<https://www.ocg.nsw.gov.au/child-safe-organisations/reportable-conduct-scheme/>
- Ensure that all responsible persons on the service have up to date child protection training (**National Law 162**)
- Ensure that all relevant staff and educators working with children have WWCC and have been cleared (**Child Protection Act 9**)

- Ensure that at least one person at the service holds current asthma, anaphylaxis and first aid training (**National Regulation 136**).
- Ensure that policies and procedures are up to date and reflecting the National Regulations (**National Regulation 168**).
- Ensure that all staff are aware of the policies and procedures of the service and that a copy of these are available for all visitors, families, students and staff of the service at all times (**National Regulation 170-171**).

## RESPONSIBILITIES FOR THE NOMINATED SUPERVISOR

- Ensure that this policy is maintained and implemented at all times.
- Periodic review and maintenance of up-to-date records of employees' WWCC, including the WWCC number and the date on which each clearance expires.
- Provide all staff and educators working directly with children with a copy of the Mandatory Reporter Guide to assist them in their reporting.
- Ensuring screening and suitability processes are maintained to meet policy and legislative requirements.
- Identifying and providing appropriate resources and training to assist staff, contractors, visitors, volunteers and students to implement this policy.
- Keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.
- Co-operating with other services and/or professionals in the best interests of children and their families.
- Ensuring that families are made aware of support services available to them and of the assistance these services can provide.
- Ensuring that all staff who work with children are supported to implement this policy in the service.
- Protecting the rights of children and families, and encouraging their participation in decision-making at the service.

## RESPONSIBILITIES FOR THE EDUCATORS

- Acting in accordance with the obligations outlined in this policy and the Sweetpeas *Ethical Code of Conduct Policy*.
- Hold valid WWCC and, where possible, have it linked to Service NSW app on their phone.
- Raise concerns when barriers or threats to the protection of children and young people's safety and wellbeing are identified, including through the conduct of other adults at the site/service.
- Keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.
- Following all record keeping requirements (National Regulation 173, 177).
- Undertaking appropriate training and education on child protection.
- Identifying any potential for risk and harm to a child at the service and developing and implementing effective prevention strategies in consultation with the approved provider and the nominated supervisor.
- Co-operating with other services and/or professionals in the best interests of children and their families.
- Informing families of support services available to them (such as child first), and of the assistance these services can provide.
- Ensuring that no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at the service.
- Implementing the procedures for reporting suspected child abuse.
- Notifying the Nominated Supervisor or the approved provider immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at the service.
- Offering support to the child and their family, and to other and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at the service.
- Provide a quiet place for children to rest when they are tired or stressed (**National Regulation 81**).
- Maintaining confidentiality at all times (**National Regulation 181**).
- Adhering to all service policies and procedures, including those linked to this Policy.



## RESPONSIBILITIES FOR THE FAMILIES

- Reading and complying with this policy.
- Reporting any concerns, including in relation to potential for child abuse, to the Nominated Supervisor.
- Keeping their child's authorised contacts list up to date.
- Notifying staff of any change to court orders, parenting orders, or custody arrangements.
- Notifying staff of any change in authorisation in regard to collection of their child.

## RELATED SWEETPEAS DOCUMENTS

---

- Beginning of day indoor safety checklist
- End of day whole service closing checklist
- Outdoor safety checklists
- Service Risk Assessment

## REFERENCES

---

- Australian Children's Education and Care Quality Authority (ACECQA) <http://www.acecqa.gov.au/>
- Belonging, Being & Becoming: The Early Years Learning Framework for Australia
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Child Protection Training Online - <https://www.childprotectiontraining.com.au/>
- Child Safe Scheme - <https://ocg.nsw.gov.au/child-safe-scheme>
- Child Safe Standards - <https://ocg.nsw.gov.au/child-safe-scheme/why-we-have-child-safe-standards>
- Child Wise - <https://www.childwise.org.au/>
- Children (Education and Care Services) National Law 2010
- Children and Young Persons (Care and Protection) Act 1998
- Children and Young Persons (Care and Protection) Regulation 2012
- Children's Guardian Act 2019
- Children's Guardian Regulation 2022
- Commission for Children and Young People Act
- Department of Communities and Justice - <https://www.dcj.nsw.gov.au/>
- Department of Education - <https://education.nsw.gov.au/early-childhood-education>
- Education and Care Services National Regulations 2011
- Kidsafe - <http://www.kidsafensw.org/>
- Mandatory Reporters Guide- <https://reporter.childstory.nsw.gov.au/s/mrg>
- National Principles for Child Safe Organisations
- NSW Department of Education (2021): Guide to the Child Safe Standards for early childhood education and care and outside schools hours care services
- NSW Health - <http://www.health.nsw.gov.au>  
National Quality Framework (NQF)
- NSW Interagency Guidelines <https://www.facs.nsw.gov.au/providers/children-families/interagency-guidelines>
- Office of the Children's Guardian - <https://ocg.nsw.gov.au/>
- Office of the Children's Guardian: eLearning - <https://ocg.nsw.gov.au/training-and-resources/elearning>
- Ombudsman Act 1976
- Reportable Conduct notification forms: <https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme/reportable-conduct-notification-forms>
- United Nations Convention on the Rights of the Child (1989)

## REVIEW AND AMENDMENTS

---

This policy will be updated regularly to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with *Regulation 172* of the National Regulations, families of children enrolled will be notified

at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
1.	<ul style="list-style-type: none"> <li>Policy was implemented</li> </ul>	May 2019	Janine Evans (Nominated Supervisor)
1.1.	<ul style="list-style-type: none"> <li>Policy was reviewed added the new Children's Guardian Act relevant from 1st March 2020</li> <li>Reissued mandatory reporter guides to ALL EDUCATORS</li> </ul>	May 2020	Janine Evans (Nominated Supervisor)
1.2.	<ul style="list-style-type: none"> <li>Added reportable scheme</li> <li>Added WWC on app in phone for easy visual for Nominated Supervisor</li> <li>New educators were reissued office of state guardian child safe information and online training</li> </ul>	May 2021	Janine Evans (Nominated Supervisor)
2.	<ul style="list-style-type: none"> <li>Cosmetic changes for new formatting template and colours</li> <li>Added list of Child Safe Principals</li> </ul>	August 2022	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)
2.1.	<ul style="list-style-type: none"> <li>Policy numbering fixed (Aug22 previously version 4.1)</li> <li>Hotlinks all checked and repaired/updated</li> <li>Updated policy list</li> </ul>	August 2023	Cassandra Way (Assistant Manager)