

**PURPOSE**

“The child safe policy sets out the Centre's approach to creating a child safe organisation where children and young people are safe and feel safe; and provides the policy framework for the Centre 's approach to the Child Safe Standards.

**To meet the diverse needs of each child and the protective factors to ensure their safety and wellbeing.**

**SCOPE**

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in Day-to-day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Outlets Co-operative Neighbourhood House LTD.

**POLICY**

Outlets Co-operative Neighbourhood House LTD has a moral, ethical and legal responsibility to ensure that all children are safe in their care, and will provide training, resources, information and ensuring that all staff, students and volunteers caring for children at the service act in the best interests of the child and take all reasonable steps to ensure the child's safety and wellbeing at all times guidance to support this. Outlets Co-operative Neighbourhood House LTD is committed to:

- ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development
- fulfilling its duty of care obligations under the law by protecting children from any reasonable, foreseeable risk of injury or harm
- supporting the rights of all children to feel safe, and be safe, at all times
- **through maintenance upkeep of physical environment and environs internal and external.**
- developing and maintaining a culture in which children feel valued, respected and cared for
- developing and maintaining a culturally safe environment for Aboriginal children and the importance of respecting Aboriginal people and their culture
- encouraging active participation from parents/guardians and families at the service, and ensuring that best practice is based on a partnership approach with shared responsibility for children's health, safety, wellbeing and development
- ensuring that Outlets Co-operative Neighbourhood House LTD is proactive in educating children of their individual rights by including personal safety education programs within our centre. Staff actively informing children of their rights and always upholding them
- **Personal electronic devices that can take images or videos** (such as tablets, phones, digital cameras, smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) **should not be in the possession of any person while providing education and care and working directly with children.**
- Staff will obtain Certificate of Completion in (Early Childhood) Protecting Children – Mandatory Reporting and Obligation (annually)
- **Staff will obtain the National Child Safety Accredited training through ACECQA online portal**

**RELEVANT LEGISLATION AND STANDARDS**

Children Services Regulations (VIC) 32/2020

Children Services Act (VIC) 1996

Education and Care Services National Law Act 2010 (Vic): Sections 165, 166, 167

Education and Care Services National Regulations 2011: Regulations 84, 85, 86, 99, 100, 101, 102, and 168(2) (h)

**Education and Care Services (ECEC) National Law – National Model Code (NMC) Taking Images or Videos of Children while Providing ECEC**



National Quality Standard, Quality Area 2: Children's Health and Safety

National Quality Standard, Quality Area 3: Physical Environment

National Quality Standard, Quality Area 7: Leadership and Service Management

Social Services Regulatory, (SSR) [www.vic.gov.au/reportable-conduct-scheme](http://www.vic.gov.au/reportable-conduct-scheme)

Children, Youth and Families Act 2005 (Vic), as amended 2011

Child Wellbeing and Safety Act 2005 (Vic), as amended 2012

Child Safe Standards 2022

Charter of Human Rights and Responsibilities Act 2006 (Vic), as amended 2011

Family Law Act 1975 (Cth), as amended 2008 and 2011

Occupational Health and Safety Act 2004 (Vic)

Working with Children Act 2005 (Vic)

Working with Children Regulations 2006 (Vic)

Education and Training Reform Act 2006

Online Safety Act 2021 [eSafety.gov.au](http://eSafety.gov.au) to learn more or to report abuse.

## BACKGROUND

“Every child has the right to live a full and productive life. It is up to all of us to ensure our children grow up in environments that build confidence, friendship, security and happiness, irrespective of a person's family circumstances and background” (*Protecting the safety and wellbeing of children and young people* – refer to Sources). The protection of children, one of the most vulnerable groups in society, is a shared community responsibility and involves ensuring that all children are safe, their needs are met, and the possibility of child abuse is minimised.

The Children, Youth and Families Act 2005 (CYFA) provides the legislative basis for the provision of services to vulnerable children, young people and their families, and places children's best interests at the heart of decision-making and service delivery. Under the *Education and Care Services National Regulations 2011*, the Approved Provider must ensure that all educators and staff are familiar with current policies and procedures with regard to child protection, including state and territory legislative responsibilities and their obligations under these laws.

Under the law, early childhood educators are not currently required to undertake mandatory reporting (refer to Definitions), though this is subject to change. Approved Providers must keep informed of, and comply with, all legislative changes as they occur.

Early childhood educators, in daily contact with children and their families, are well placed to observe when a child appears to be at risk of harm arising from abuse or neglect. Services have a duty of care (refer to Definitions) to act immediately to protect and preserve the safety and wellbeing of the children in their care. Any person who believes, on reasonable grounds, that a child is in need of protection may report their concerns to Child Protection (refer to Definitions) (*Protecting the safety and wellbeing of children and young people* – refer to Sources).

The Education and Care Services National Law Act 2010, The Education and Care Services National Regulations 2011 and Children Services (VIC) Regulations and Act require that approved services protect children from any harm and hazards, and to adequately supervise children at all times.

Adult supervision is a key factor in creating and maintaining child safe environments. Active supervision together with risk minimisation strategies can prevent or reduce the risk of injury to children.

Risk minimisation strategies supported by clear policies and procedures for specific areas of child safety will help ensure the environment and practices at the service are child safe. Policies and procedures must be developed in relation to all matters specified in Regulation 168(2), including emergency and evacuation, water safety, sun protection, delivery and collection of children, and incident, injury, trauma and illness. Risks in the child's physical environment can be minimised by ensuring the safety of buildings, grounds, equipment, materials and furniture used at the service, and the safe storage and use of dangerous substances such as cleaning products and chemicals.



## DEFINITIONS

**Abuser:** A person who mistreats and/or harms a child or young person.

**Abuse:** (In the context of this policy) refers to physical and/or emotional mistreatment, and/or lack of care of the child. Examples include sexual abuse, the witnessing of family violence and any non-accidental injury to a child.

**Bullying:** Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

**Child:** In Victoria, under the Children, Youth and Families Act 2005, a child or young person is a person under 18 years of age.

**Child abuse:** An act or omission by an adult that endangers or impairs a child's physical and/or emotional health and development. Child abuse can be a single incident but often takes place over time. Abuse, neglect and maltreatment (refer to Definitions) are generic terms used to describe situations in which a child may need protection.

Child abuse includes any and all of the following:

- **Physical abuse:** When a child suffers or is likely to suffer significant harm from an injury inflicted by a parent/guardian, caregiver or other adult. The injury may be inflicted intentionally or be the consequence of physical punishment or the physically aggressive treatment of a child. Physical injury and significant harm to a child can also result from neglect by a parent/guardian, caregiver or other adult. The injury may take the form of bruises, cuts, burns or fractures, poisoning, internal injuries, shaking injuries or strangulation.
- **Sexual abuse:** When a person uses power or authority over a child, or inducements such as money or special attention, to involve the child in sexual activity. It includes a wide range of sexual behaviour from inappropriate touching/fondling of a child or exposing a child to pornography, to having sex with a child.
- **Emotional and psychological abuse:** Involves continuing behaviour by adults towards children, which erodes social competence or self-esteem over time. It occurs when a person engages in inappropriate behaviours, such as rejecting, ignoring, threatening or verbally abusing a child, or allowing others to do so (Office of the Child Safety Commissioner (OCSC), Victoria).
- **Racial, cultural and religious abuse:** Conduct that demonstrates contempt, ridicule, hatred or negativity towards a child because of their race, culture or religion (OCSC).
- **Neglect:** Refer to definition below.
- **Exposure to domestic/family violence:** When children and young people witness or experience the chronic, repeated domination, coercion, intimidation and victimisation of one person by another through physical, sexual and/or emotional means within intimate relationships (adapted from the Australian Medical Association definition).
- **Online abuse:** When a child has been exposed to cyber abuse. Serious types of online abuse, which include image-based abuse, child cyberbullying and illegal and harmful online content. Bullying [www.eSafety.gov.au](http://www.eSafety.gov.au) \*refer to attached fact sheets

**Child FIRST:** A Victorian community-based intake and referral service linked with Family Services. Child FIRST ensures that vulnerable children, young people and their families are effectively linked to relevant services, including Child Protection [The Child Safe Standards and Reportable Conduct Scheme have moved to the Social Services Regulator as per 23 Feb 2026 1300 310 778](#)

**Child sex offender:** Someone who sexually abuses children, and who may or may not have prior convictions.

**Child protection:** The term used to describe the whole-of-community approach to the prevention of harm to children. It includes strategic action for early intervention, for the protection of those considered most vulnerable and for responses to all forms of abuse.

**Child Protection Service** (also referred to as Child Protection): The statutory child protection service provided by the Victorian Department of Human Services, to protect children and young people at risk of abuse and neglect. This service also works closely with Family Services (including Child FIRST) to support the assessment and engagement of vulnerable children and families in community-based



services **The Child Safe Standards and Reportable Conduct Scheme have moved to the Social Services Regulator as per 23 Feb 2026**

**Code of conduct:** A set of rules or practices that establish a standard of behaviour to be followed by individuals and organisations. A code of conduct defines how individuals should behave towards each other, and towards other organisations and individuals in the community (refer to *Code of Conduct Policy*).

**Disclosure:** (In the context of this policy) refers to a statement that a child or young person makes to another person that describes or reveals abuse.

**Domestic/family violence:** The repeated use of violent, threatening, coercive or controlling behaviour by an individual against a family member(s) or someone with who they have or have had an intimate relationship, including carers.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care services to provide children with an adequate level of care and protection against foreseeable harm and injury. Staff are actively informing children of their rights and always upholding them. **A staff member MUST act and follow the Reportable conduct scheme if they have any reasonable doubt of misconduct by another staff member and/or person/s.**

**Maltreatment:** (In the context of this policy) refers to physical and/or emotional mistreatment, and/or lack of care of the child. Examples include sexual abuse, the witnessing of family violence and any non-accidental injury to a child.

**Mandatory reporting:** The legal obligation of certain professionals and community members to report when they believe, on reasonable grounds, that a child is in need of protection from harm. A broad range of professional groups are identified in the CYFA as 'mandatory reporters'. Mandated staff members must make a report to Child Protection as soon as is practicable after forming a belief, on reasonable grounds, that a child or young person is in need of protection from significant harm as a result of physical injury or sexual abuse, and the child's parents/guardians are unwilling or unable to protect the child (*Protecting the safety and wellbeing of children and young people – refer to Sources*) and;

**Online abuse** - Image-based abuse or illegal and harmful content can be reported to [www.eSafety.gov.au](http://www.eSafety.gov.au) straight away.

To have reasonable grounds to believe a child is in need of protection, a mandatory reporter should believe both that there is risk of significant harm as a result of physical injury or sexual abuse, and that the parents/guardians are unwilling or unable to protect the child (Sections 162(c)(d) and 184 of the *Children, Youth and Families Act 2005* (amended in 2011)). Section 182 of the *Children, Youth and Families Act 2005* (amended in 2011) lists those who are mandated to report.

Mandatory reporters must report the abuse/neglect to:

- police, by calling 000, if the offence requires immediate police attention, or
- Child Protection authorities, if they suspect, on reasonable grounds, that a child is suffering abuse or neglect, or wish to discuss their concerns about a child or young person.

**Neglect:** The failure to provide a child with the basic necessities of life, such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed (Victorian Department of Human Services).

**Negligence:** Doing or failing to do something that a reasonable person would, or would not do in a certain situation, and which causes another person damage, injury or loss as a result.

**Offender:** A person who mistreats and/or harms a child or young person.

**Perpetrator:** A person who mistreats and/or harms a child or young person.

**Reasonable grounds:** A person may form a belief on reasonable grounds that a child or young person is, in need of protection after becoming aware that the child or young person's health, safety or wellbeing is at risk and the child's parents/guardians are unwilling or unable to protect them. There may be reasonable grounds for forming such a belief if:

- a child or young person states that they have been physically or sexually abused



- a child or young person states that they know someone who has been physically or sexually abused (sometimes the child may be referring to themselves)
- someone who knows the child or young person states that the child or young person has been physically or sexually abused
- a child shows signs of being physically or sexually abused (see details in Appendix 2 of *Protecting the safety and wellbeing of children and young people* – refer to *Sources*)
- the person is aware of persistent family violence or parental substance misuse, psychiatric illness or intellectual disability that is impacting on the child or young person's safety, stability or development
- the person observes signs or indicators of abuse, including non-accidental or unexplained injury, persistent neglect, poor care or lack of appropriate supervision
- a child's/young person's actions or behaviour may place them at risk of significant harm and the parents/guardians are unwilling or unable to protect the child

**Voluntary (non-mandated) notification:** refer to below SSR - Social Services Regulator A notification to the Child Protection Service by a person who believes that a child is, in need of protection. Section 183 of the Children, Youth and Families Act 2005 (amended in 2011) states that any person who believes, on reasonable grounds, that a child is, in need of protection, may notify a protective intervener of that belief and of the reasonable grounds that the belief is based on. Under this part of the Act, notifications are made out of moral obligation, rather than legislative obligation. The person making the notification is not expected to prove the abuse, and the law protects the anonymity of the person making the notification.

**Young person:** In Victoria, under the *Children, Youth and Families Act 2005*, a child or young person is a person under 18 years of age \* 28

**SSR - Social Services Regulator** – for further information and resources [www.vic.gov.au/reportable-conduct-scheme](http://www.vic.gov.au/reportable-conduct-scheme) [childsafteorgs@ssr.vic.gov.au](mailto:childsafteorgs@ssr.vic.gov.au)

From 23 February 2026, organisations subject to the Reportable Conduct Scheme are legally required to notify the SSR of allegations of reportable conduct against a child or young person by a worker or volunteer in their organisation.

If you have any questions or concerns you can contact us at [contact@ssr.vic.gov.au](mailto:contact@ssr.vic.gov.au) or [1300 310 778](tel:1300310778)

## PROCEDURE

Any staff member that suspects a child is being abused, you are required to immediately report this to: **SSR – Social Services Regulatory** 1300 310 778 and/or the Centre Co-ordinator- MoC (Management of Control) The Centre Co-ordinator -MoC will document your information and assist you with the documents/forms to the [www.vic.gov.au/reportable-conduct-scheme](http://www.vic.gov.au/reportable-conduct-scheme)  
Notify VECRA, CCCFR-ACECQA, Management-CoM

## RESPONSIBILITIES:

**The Approved Provider (or delegate) is responsible for:**

*In relation to child protection matters:*

- ensuring that the Nominated Supervisor and staff members at Outlets Co-operative Neighbourhood House LTD who work with children are advised of current child protection legislation, its application, and any obligations that they may have under that law (Regulation 84)
- screening all educators, staff, volunteers and students to ensure that they hold a current Working with Children Check (except for individuals under the age of 18, registered teachers or police officers)
- **Personal electronic devices that can take images or videos** (such as tablets, phones, digital cameras, smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) **should not be in the possession of any person while providing education and care and working directly with children.**
- internal and external professional development for staff to ensure staff educators and volunteers are attuned to the signs of abuse and harm and know how to respond



- ensuring that volunteers/students, parents/guardians and other visitors to the service are not left with sole supervision of individual children or groups of children
- ensuring clear procedures are in place for reporting suspected child abuse and management of complaints
- offering support to the child and their family, and to educators and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at Outlets Co-operative Neighbourhood House LTD
- developing co-operative relationships with appropriate services and/or professionals (including Child FIRST) in the best interests of children and their families  
notifying **Social Services Regulator** ph: **1300 310 778** [childsafegs@ssr.vic.gov.au](mailto:childsafegs@ssr.vic.gov.au)  
Call and/or in writing, within 24 hours of becoming aware of a notifiable complaint (refer to *Definitions*) or allegation regarding the health, safety and/or welfare of a child at Outlets Co-operative Neighbourhood House LTD
- **VECRA** ph: **70051801** [vecra.western.metro@education.vic.gov.au](mailto:vecra.western.metro@education.vic.gov.au) and Education - CCCF Restricted [CCCFRestricted@education.gov.au](mailto:CCCFRestricted@education.gov.au) in writing, within 24 hours of becoming aware of a notifiable complaint (refer to *Definitions*) or allegation regarding the health, safety and/or welfare of a child at Outlets Co-operative Neighbourhood House LTD
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- maintaining confidentiality at all times
- offering support to the child and their family, and to educators and staff in response to concerns

**In relation to providing a child safe environment at the service:**

- ensuring children are adequately supervised and that educator-to-child ratios are maintained at all times
- ensuring the physical environment at Outlets Co-operative Neighbourhood House LTD is safe, secure and free from hazards for children conducting risk assessments for excursions and considering children's safety when leaving Outlets Co-operative Neighbourhood House LTD premises
- ensuring all equipment and materials used at Outlets Co-operative Neighbourhood House LTD meet relevant safety standards implementing and practising emergency and evacuation procedures
- ensuring there are appropriate procedures in place for the safe delivery and collection of children
- ensuring that the Nominated Supervisor, educators and all staff at Outlets Co-operative Neighbourhood House LTD who work with children are aware that it is an offence to subject a child to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances
- implementing and reviewing this policy in consultation with the Nominated Supervisor, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy (refer to *Sources*)
- protecting the rights of children and families, and encouraging their participation in decision-making
- ensuring the Nominated Supervisor, educators, staff, volunteers and students are kept informed of any relevant changes in legislation and practices in relation to this policy

**The Centre Co-ordinator (if applicable) is responsible for:**

**In relation to child protection matters:**

- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy
- identifying the potential for child abuse at Outlets Co-operative Neighbourhood House LTD, and developing and implementing effective prevention strategies in consultation with the Approved Provider and educators/staff



- identifying and implementing appropriate programs and practices to support the principles of a child safe organisation in consultation with the Approved Provider and educators at Outlets Co-operative Neighbourhood House LTD
- 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 (such as Child FIRST), and of the assistance these services can provide
- ensuring that where Outlets Co-operative Neighbourhood House LTD has been notified of a court order prohibiting an adult from contacting an enrolled child, such contact does not occur while the child is on Outlets Co-operative Neighbourhood House LTD premises
- ensuring that no child is left alone (or is out of sight) with a contractor, visitor, volunteer, student or parent/guardian at Outlets Co-operative Neighbourhood House LTD
- implementing the procedures for reporting suspected child abuse and management of complaints
- notifying the Management Team immediately on becoming aware of a concern, complaint or allegation regarding the health, safety and welfare of a child at Outlets Co-operative Neighbourhood House LTD
- offering support to the child and their family, and to educators and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at Outlets Co-operative Neighbourhood House LTD
- implementing and reviewing this policy in consultation with the Approved Provider, educators, staff, and parents/guardians
- maintaining confidentiality at all times

*In relation to providing a **child safe environment** at the service:*

- ensuring that all educators and staff who work with children are aware of this policy, and are supported to implement it at Outlets Co-operative Neighbourhood House LTD
- protecting the rights of children and families, and encouraging their participation in decision-making at Outlets Co-operative Neighbourhood House LTD
- ensuring that all children are adequately supervised at all times
- ensuring learning environments are established that provide sufficient space, and include carefully chosen and well-maintained resources and equipment that will help enhance the quality of children's learning and experiences
- organising/facilitating regular safety audits of the following:
  - playgrounds and fixed equipment in outdoor environments
  - learning the use of concave and convex mirrors to view children/staff activities
- ensuring that all cupboards/rooms are labelled accordingly, including those that contain chemicals and first aid kits, and that child-proof locks are installed on doors and cupboards where contents may be harmful
- ensuring that all contractors/visitors sign into the visitor's logbook and Sign with QR code
- ensuring the physical environment at Outlets Co-operative Neighbourhood House LTD is safe, secure and free from hazards for children
- being mindful of door hinge – finger pinch risks, and cover is secure. This can also happen in home corner on play kitchen furniture.
- ensuring risk assessments are completed for excursions and considering children's safety when leaving Outlets Co-operative Neighbourhood House LTD premises
- implementing and practising emergency and evacuation procedures
- ensuring there are appropriate procedures in place for the safe delivery and collection of children
- ensuring that all educators and staff at Outlets Co-operative Neighbourhood House LTD who work with children are aware that it is an offence to subject a child to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances



- implementing and reviewing this policy in consultation with the Director, educators, staff, and parents/guardians
- identifying and providing appropriate resources and training to assist educators, staff, 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

**The Centre's MoC, Nominated Supervisor, Person in Day-to-Day Charge – all staff to maintain Health and Safety are responsible for:**

**In relation to *child protection matters*:**

- ensuring educators, staff, contractors, volunteers and students undertake appropriate training and education on child protection, including recognising the signs and symptoms of child abuse (refer to *Definitions*), knowing how to respond, and understanding processes for reporting and managing concerns/incidents
- identifying the potential for and signs of child abuse at Outlets Co-operative Neighbourhood House LTD, and developing and implementing effective prevention strategies in consultation with the Nominated Supervisor and educators/staff
- Ensuring Families, Parents and Guardians are kept informed on laws and legislations updates and assist in implementing and assisting procedures.

**Certified Supervisors and other educators/staff are responsible for:**

**In relation to *child protection matters*:**

- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy
- reading, understanding and implementing this policy
- undertaking appropriate training and education on child protection, including recognising the signs and symptoms of child abuse, knowing how to respond, and understanding processes for reporting and managing concerns/incidents
- identifying the potential for child abuse at Outlets Co-operative Neighbourhood House LTD, and developing and implementing effective prevention strategies in consultation with the Approved Provider and educators/staff
- ensuring that where Outlets Co-operative Neighbourhood House LTD has been notified of a court order prohibiting an adult from contacting an enrolled child, such contact does not occur while the child is on Outlets Co-operative Neighbourhood House LTD premises
- identifying and implementing appropriate programs and practices to support the principles of a child safe organisation in consultation with the Centre Co-ordinator
- co-operating with other services and/or professionals (including Child FIRST) 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 Outlets Co-operative Neighbourhood House LTD
- implementing the procedures for reporting suspected child abuse and management of complaints
- notifying the Centre Co-ordinator or a Management representative immediately on becoming aware of any concerns, complaints or allegations regarding the health, safety and welfare of a child at Outlets Co-operative Neighbourhood House LTD
- offering support to the child and their family, and to other educators and staff in response to concerns or reports relating to the health, safety and wellbeing of a child at Outlets Co-operative Neighbourhood House LTD
- maintaining confidentiality at all times
- reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, educators, staff, and parents/guardians.

**In relation to providing a *child safe environment at the service*:**



- ensuring all equipment and materials used at Outlets Co-operative Neighbourhood House LTD meet relevant safety standards
- maintaining learning environments that provide sufficient space, and include carefully chosen and well-maintained resources and equipment to ensure a safe environment
- maintaining a regular cleaning schedule for all equipment to avoid cross-infection
- maintaining a clean environment daily, and removing tripping/slipping hazards as soon as these become apparent
- conducting a daily check of the building, ensuring all children are signed out of the service, doors and windows are closed and locked, and appliances are switched off etc. A written record of the daily check should be kept, signed by an educator and filed for future reference
- actively supervising children at all times
- educating and empowering children to talk about events and situations that make them feel uncomfortable
- ensuring children are adequately supervised at all times
- ensuring the physical environment at the service is safe, secure and free from hazards for children
- conducting risk assessments for excursions and considering children's safety when leaving Outlets Co-operative Neighbourhood House LTD premises
- ensuring all equipment and materials used at Outlets Co-operative Neighbourhood House LTD meet relevant safety standards
- implementing and practising emergency and evacuation procedures
- ensuring there are appropriate procedures in place for the safe delivery and collection of children
- ensuring that children at Outlets Co-operative Neighbourhood House LTD are not subjected to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances
- implementing and reviewing this policy in consultation with the Nominated Supervisor, educators, staff, and parents/guardians
- identifying and providing appropriate resources and training to assist educators, staff, visitors, volunteers and students to implement this policy
- protecting the rights of children and families, and encouraging their participation in decision-making
- keeping up to date and complying with any changes in legislation and practices in relation to this policy

#### **Parents/guardians are responsible for:**

- reading and complying with this policy
- reporting any concerns, including in relation to potential for child abuse, to the Centre Co-ordinator
- abiding by Outlets Co-operative Neighbourhood House LTD Code of Conduct

#### **Regulations Acts and Resources**

Charter of Human Rights and Responsibilities Act 2006 (Vic), amended in 2011:

[www.austlii.edu.au/au/legis/vic/consol\\_act/cohrara2006433/](http://www.austlii.edu.au/au/legis/vic/consol_act/cohrara2006433/)

Childsafety Australia: [www.childsafetyaustralia.com.au/](http://www.childsafetyaustralia.com.au/)

*Choose With Care: Building child safe organisations* – an information and training program:

[www.childwise.net](http://www.childwise.net)

Department of Education:

[www.education.vic.gov.au/ecsmanagement/educareservices/csprotocols.htm](http://www.education.vic.gov.au/ecsmanagement/educareservices/csprotocols.htm)

Victorian Department of Family Fairness and Housing: [www.dffhs.vic.gov.au](http://www.dffhs.vic.gov.au) Child Protection

Victoria Early Childhood Regulatory Authority – **VECRA 70051801**

[vecra.western.metro@education.vic.gov.au](mailto:vecra.western.metro@education.vic.gov.au)

Office of the Child Safety Commissioner: [www.kids.vic.gov.au](http://www.kids.vic.gov.au)

**Online safety laws: we've your back:** [eSafety.gov.au](http://eSafety.gov.au) to learn more or to report abuse.



- Taking Images or Videos of Children while Providing ECEC

Childrens Services Regulations 2020 SR32/2020

Childrens Services Act 1996 53 of 1996

Education and Care Services National Law Act 2010

Ministerial Statement Childcare – Child Care Provider Handbook

**Protecting the safety and wellbeing of children and young people –**

Statement of Regulatory Expectations – National Model Code (SRE-NMC)

**SSR – Social Services Regulatory - [www.vic.gov.au/reportable-conduct-scheme](http://www.vic.gov.au/reportable-conduct-scheme)  
[contact@ssr.vic.gov.au](mailto:contact@ssr.vic.gov.au) or 1300 310 778**

Child Safety and Personal electronic devices –[www.vic.gov.au/child-protection-early-childhood-protect](http://www.vic.gov.au/child-protection-early-childhood-protect)

A joint protocol of the Department of Education - Child Protection, VECRA, Approved Children’s Services (Vic) [www.education.vic.gov.au/childhood/professionals/health/childprotection](http://www.education.vic.gov.au/childhood/professionals/health/childprotection)

Safeguarding Children accreditation program, Australian Childhood Foundation: [www.childhood.org.au](http://www.childhood.org.au)

The United Nations Convention on the Rights of the Child: [www.unicef.org/crc](http://www.unicef.org/crc)

**What is Child Abuse?:**

[www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/what-is-child-abuse](http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/what-is-child-abuse)

Working with Children (WWC) Check: [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren)

[www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)

**Related documents and policies**

Child Protection Policy

Child Safe Standards

Incident, Injury, Trauma and Illness Policy (Vic)

2023 CCCFR Serious Incident Policy

Statement Regulatory Expectations -National Model Code (SRE-NMC)

**SSR – Social Services Regulatory - [www.vic.gov.au/reportable-conduct-scheme](http://www.vic.gov.au/reportable-conduct-scheme)**

Duty of Care

Code of Conduct

OHS Policy

\*Online safety laws: we have your back. [eSafety.gov.au](http://eSafety.gov.au) to learn more or to report abuse.

**PROTECT – Student Sexual Offending Policy (SSO Policy)**

[www.education.vic.gov.au/childhood/professionals/health/childprotection](http://www.education.vic.gov.au/childhood/professionals/health/childprotection)

**Professional Development Opportunities**

HLTWHS003 - Maintaining Work Health and Safety

CHCPRT002 - Support the Rights and Safety of

Children and Young People

Cert of Compliance – Mandatory Child Protection

**REVIEW DATE:**

Policy Review This policy will be reviewed bi annually unless there are any regulatory or legislative requirements and/or any feedback from staff, parents and the community.

**AUTHORISATION**

This policy was reviewed and adopted by the Approved Provider of Outlets Co-op Neighbourhood House LTD on

**Updated: 1/04/2022** online Safety Laws – Pre-schoolers **Updated: 1/7/2022** Child Safe Standards

**Updated: 26/7/2023** added Convex/Concave and Finger pinch risks

**Updated: 20/8/2025** added Child Safety – Images or Videos of Children while Providing ECEC - NMC

**Updated: 15/03/2026** added SSR- Social Services Regulator and VECRA (renamed DET – VECRA)

**REVIEW DATE: October 2027** or if directed by departments or legislation changes