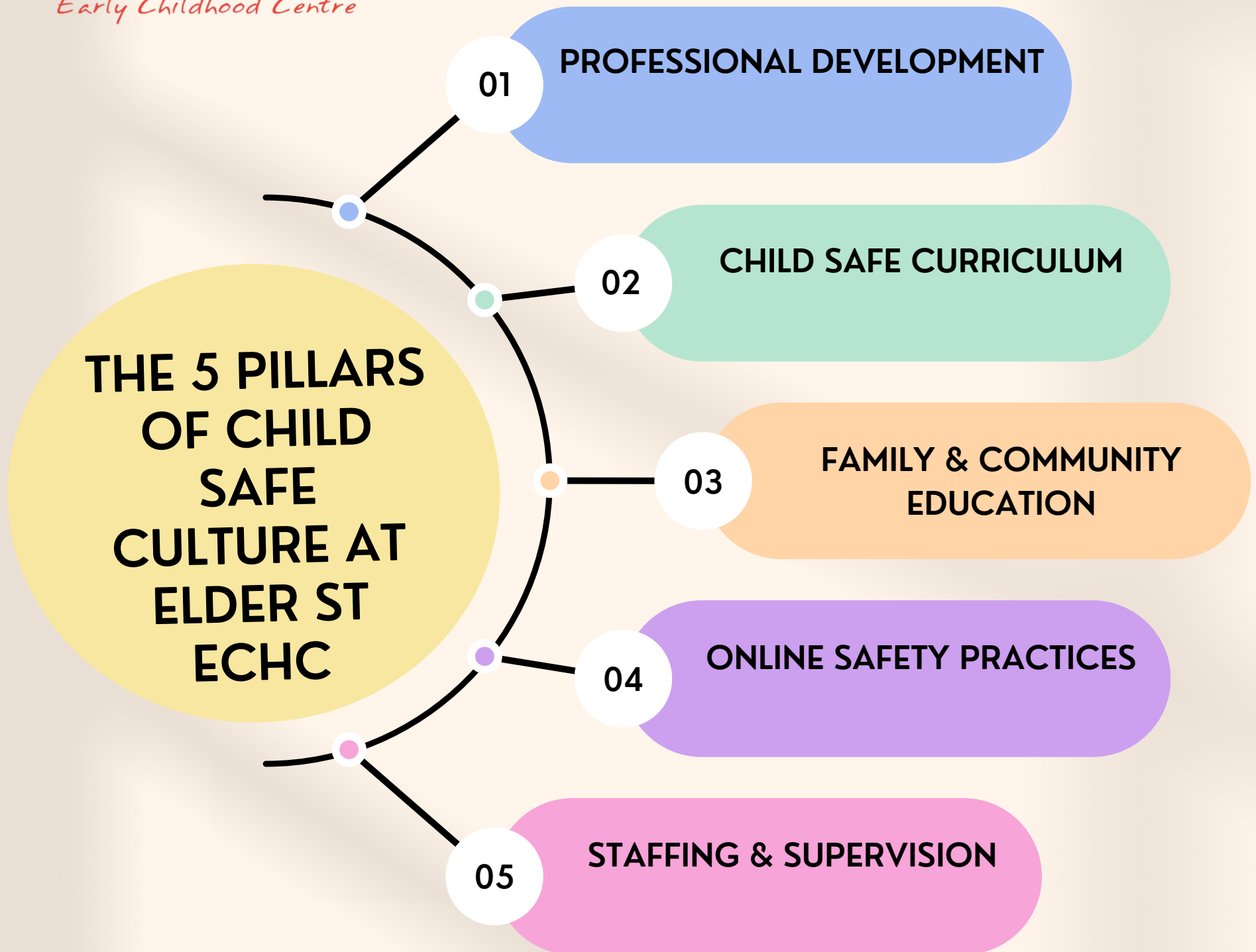




1. **Professional Development:** in support of Principle 7 of the Child Safe Standards, that staff and volunteers are equipped with knowledge, skills and awareness to keep children and young people safe through ongoing training and education our team will:

- Hold Child Protection qualifications
- Engage in an annual refresher of Child Safe Standards
- Discuss and review Child Safe practices at curriculum meetings and bi monthly team meetings

2. **Child Safe Curriculum:** to include books, discussions and incursions about body autonomy and boundaries with children three years and above. For our curriculum to reflect the child's right to safe and secure learning environments as reflected in the EYLF and Convention of the Rights of the Child. To focus on wellbeing, personal safety and e-safety. For our team to gain support from professionals when dealing with issues of trauma. To position our curriculum to reflect culturally safe and secure environments with a focus on Aboriginal and Torres Strait Islander ways of being, knowing and doing.

3. **Family and Community Education:** to share current information with families providing advice and opportunities to collaborate with families on the issues of child safety. Use sites such as Childsafe.au and the Office of Children's Guardian to guide information sharing. Making visible the 10 Child Safe Standards from the OCG website in weekly newsletters and social media.

4. **Online Safety Practices:** guided by the eSafety Commissioner the following areas of child protection issues relating to online environments will be adhered to at all times:

- No private electronic devices such as phones or tablets will be used for documenting children's learning or images.
- Staff handbook, employment contracts and orientation processes will clearly outline that in accordance with our Child Safe Culture and Child Safety Arrangements that no personal phones are permitted to be used when in contact with children. All personal phones must remain in the office building.
- A separate authority form will be used to explain to families the use of service owned and approved electronic devices and digital technology such as tablets or phones and why and how they will be used to take images of the children.

5. Staffing and Supervision: a core guide for all staff is that the Approved Provider ensures that under Regulation 84 that the Nominated Supervisor and staff are advised of current child protection laws and obligations. Several factors supporting this includes the following:

- Recruitment processes: ensuring all processes include examination of WWCC, qualification validation, reference checks to ensure the people being employed are fit and proper for the role. Asking the question in each reference check “were there are concerns with this candidate with regard to child safety, relationships with children or behaviour guidance?”
- Validation of WWCC and reference checks is assigned as a prescribed responsibility within our leadership team
- Candidates to engage with Office of Children’s Guardian induction videos during orientation. This starts with Introduction to the Child Safe Standards
- Position behaviour guidance and interactions with children are always maintained
- Child Protection training is provided regularly
- Trauma informed practice is undertaken where necessary to help understand harmful sexual behaviour that may have been experienced
- Supervision of children - understanding that supervision of children is reported as one of the most common breached regulation and to combat that by ensuring staffing is arranged so that the following can occur:
 - ~Educators can respond immediately
 - ~Educators are able to know where children are at all times.